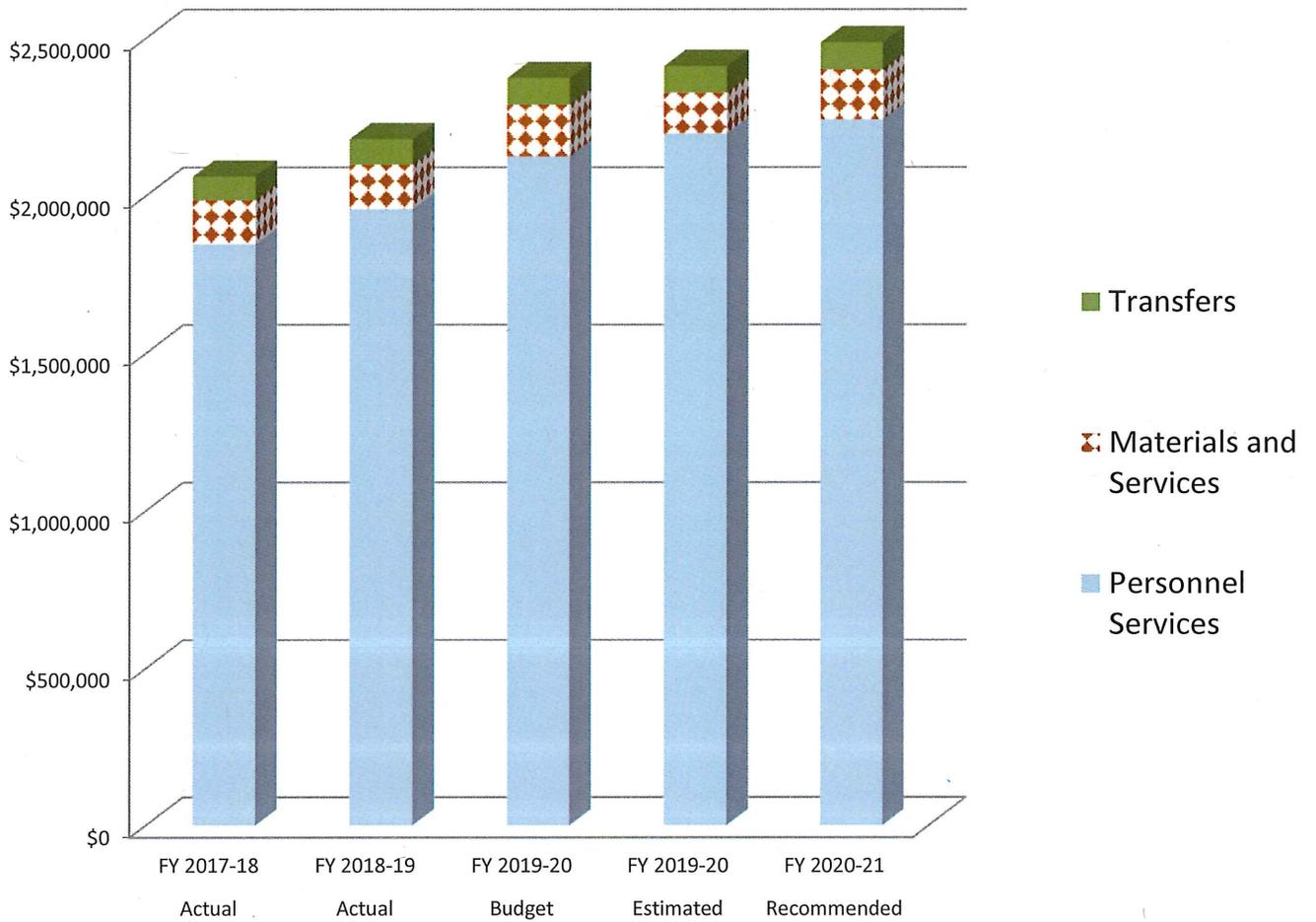




**GENERAL FUND**  
**FINANCE**  
**RECOMMENDED FY 20-21**



**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:	<b>General Fund</b>					
Department:	<b>Finance - Summary</b>					
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$1,845,895	\$1,956,998	\$2,124,875	\$2,197,015	\$2,242,299	5.53%
Materials and Services	139,760	141,325	163,556	129,287	156,844	-4.10%
Transfers	75,409	80,402	84,223	84,223	86,523	2.73%
<b>SUB-TOTAL</b>	<b>2,061,064</b>	<b>2,178,725</b>	<b>2,372,654</b>	<b>2,410,525</b>	<b>2,485,666</b>	
Reserve for equip.			-		-	
<b>TOTAL</b>	<b>\$2,061,064</b>	<b>\$2,178,725</b>	<b>\$2,372,654</b>	<b>\$2,410,525</b>	<b>\$2,485,666</b>	
FTE's	15.85	16.25	16.60		16.35	

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

**Personnel services:**

FY 2019-20 reflects 0.20 FTE Assistant Finance Director decrease and a reallocation of 0.05 Finance Director to CDD-BURA Program Admin. 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:**

No significant change

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

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

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	15.85	16.25	16.60	16.35	0.00
PERSONNEL SERVICES	\$1,845,895	\$1,956,998	\$2,124,875	\$2,242,299	\$0
MATERIALS & SERVICES	139,760	141,325	163,556	156,844	0
CAPITAL OUTLAY					
TRANSFERS	75,409	80,402	84,223	86,523	0
<b>TOTAL</b>	<b>\$2,061,064</b>	<b>\$2,178,725</b>	<b>\$2,372,654</b>	<b>\$2,485,666</b>	<b>\$0</b>

**Program Goal:**

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

**Program Objectives (services provided):**

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

**Trends, Services and Issues:**

The Finance Department consists of 22.95 FTE employees: 16.60 employees in the General Fund and 6.35 employees in the Enterprise Funds. The major program areas include Financial Reporting, Budgeting, Accounting, Purchasing, Payroll, Accounts Receivable and Payable, Treasury Management and Utility Billing/Customer Service. The Department's mission challenges the staff to review all our internal processes in eliminating unnecessary or non-beneficial procedures and activities and to provide valuable and timely financial reporting to the operating departments. This past year, we have achieved the following improvements in efficiency, services and reporting:

- Completed enhancements of several modules and subsidiary ledgers of the primary General Ledger software module. This module incorporates the products and transactions from all subsidiary ledgers (i.e. cash receipts and accounts payable), processes journal entries and generates standard and customized reports.

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

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

- Maintained our underlying General Obligation bond ratings from Standard and Poor's (AA+) and from Moody's (Aa1).
- Maintained our underlying Water Revenue bonds ratings from Standard and Poor's (AA+) and from Moody's (Aa2).
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2019-20 Budget Document.
- Received an Unmodified Audit Opinion and applied for the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended June 30, 2019.

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

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

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

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

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

**Budget Highlights:**

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

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

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

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

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

**Progress on FY 2019-20 Action Plan:**

- Annual Update to the City’s Investment Policy – Adopted and in use with new longer term, diversified but appropriate investments.
- Utilized the services of a Financial Advisor – successfully made use of line of credit redevelopment financing, issued new water revenue bonds, and planning a comprehensive special revenue bond sale for a new parking garage, Patricia Reser Center for the Arts, and to finalize the public safety center. Retained GO Bond Rating of AA+ from Standard and Poor’s
- Dedicated staff time for enhancing the functionality of the Contracts module of the Purchase Order and Accounts Payable (POAP) system.
- Deployed On-Line Travel Advance application city-wide
- Submitted the June 30, 2019 Comprehensive Annual Finance Report (CAFR) Including GASB 67/68 Implementation for the Certificate of Achievement in Financial Reporting Awards program
- Submitted the FY 2019-20 budget document for the Distinguished Budget Document Presentation Award program
- A general upgrade to the software package for utility billing is underway.
- Developed revenue projections for selected items in the General Fund and prepared a separate section of budget goals and objectives that describe the initial trends.
- Created a Debt Management Policy
- Continued roll out of Purchase Cards (a.k.a. P-Cards) to reduce check issuance expenses while retaining internal controls
- Successfully recruited new personnel into management and supervisory positions for a smooth transition from retiring employees. The department’s succession planning is effective with the ability to accommodate retiring employees’ preferences for reduced roles while retaining their expertise.

**FY 2020-21 Action Plan:**

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

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

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

<b>Workload Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Budgeted</b>	<b>FY 2020-21 Proposed</b>
Maintain the Distinguished Budget Presentation Award from GFOA	Recognized	Recognized	Recognized	Submit by September 2020
City's Population	96,565	97,000	98,255	99,750
General Obligation Bond Debt (in 000's at end of fiscal year):				
2017 Public Safety Center	\$34,845	\$35,000	\$33,845	\$32,130
G. O. Bond Debt Per Capita:				
2017 Public Safety Center	\$365	\$363	\$345	\$322
Revenue Bond Debt (in 000's @ end of FY)	\$5,935	\$3,845	\$19,440	\$46,375
Revenue Bond Debt Per Capita	\$62	\$40	\$198	\$465
Special Revenue Debt (in 000's @ end of FY)	\$2,460	\$1,334	\$359	\$90,000
Special Revenue Debt Per Capita	\$26	\$14	>\$1	\$902
Property Tax Levy for General Operations (within permanent rate)	\$40,256,866	\$42,105,181	\$43,673,773	\$45,084,435
City's Taxable Assessed Valuation (in 000's)	\$9,652,767	\$9,976,307	\$10,334,533	\$10,668,242
General Operations Tax Levy Rate Per Thousand of Taxable Assessed Value (tax value)	\$4.17	\$4.22	\$4.23	\$4.23
City's Permanent Levy Rate Authority	\$4.62	\$4.62	\$4.62	\$4.62
General Operations Tax Levy Per Capita	\$417	\$434	\$444	\$452

**Performance Outcomes and Program Trends:**

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

The trend in the levy for general operations demonstrates the City's ability to meet citizens' demands for services while maintaining a stable tax burden and providing the ability to levy additional tax resources for future year's operations. The City operates under a state-wide measure that established a permanent levy rate for each public entity that levies property taxes. The City cannot levy more than its permanent rate of \$4.62 per thousand of taxable assessed valuation. For FY 2020-21 the City is projecting a tax levy rate of \$4.23, which is 92% of its maximum permanent levy rate authority. Levying the full permanent rate would produce an additional \$3.9 million in property tax revenues.

A description of General Fund Revenues for the FY 2020-21 budget includes modest projections of revenues over the next several years. Our intent is to lengthen those projections in future budget documents. The City Council asks the staff and particularly the Finance Department to consider adjustment in "non-property tax" revenue as a priority. In previous years, a privilege tax was added to the franchise fees for Portland General Electric and Northwest Natural Gas that is producing about \$1 million annually. Fees for Site Development and land use development permits increased and a change in the manner in which all non-franchised utilities are managed in the right-of-way generates additional income. The ROW License fees require additional monitoring to engage all utilities operating in the ROW are paying their fair share for the use and management of the street assets. In addition, the Lodging Tax of 4% supports construction of the proposed Patricia Reser Center for the Arts and other events that attract or retain visitors to the area.

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

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

**Program Goal:**

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

REQUIREMENTS	FY 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	\$186,623	\$196,826	\$268,786	\$326,792	\$0
MATERIALS & SERVICES	10,725	10,116	11,942	14,752	0
CAPITAL OUTLAY					
TRANSFERS	1,940	3,162	3,303	4,646	0
<b>TOTAL</b>	<b>\$199,288</b>	<b>\$210,104</b>	<b>\$284,031</b>	<b>\$346,190</b>	<b>\$0</b>

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

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

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

- *Make it easier for small businesses to bid on City work (Community Vision Action #93):* Utilize purchasing policies that expand opportunities for firms that are Minority-Owned, Woman-Owned and Emerging Small Businesses (MWESB) and Service Disabled Veterans (SDV). Encourage these firms to become state certified through Oregon's Certification Office for Business Inclusion and Diversity (COBID).

**Progress on FY 2019-20 Action Plan:**

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

Participated in the Cultural Inclusion and Community Services Welcome Entrepreneurs Week.

Attended and participated in outreaches such as OAME, Governors Marketplace and Besthq that are creating access, connection and opportunities for Oregon's small businesses.

At the end of fiscal year 2018/19 the total for the Equity Purchasing Program was 11.77% of the overall dollar amount of contracting and purchasing activities. The City's aspirational goal is set at 10%. The City plans additional outreaches to certified COBID firms to increase usage percent.

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

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

**FY 2020-21 Action Plan**

- In fiscal year 2019/20 a new position was approved specifically dedicated to the Equity Purchasing Program. This position will be reviewing the program to determine changes that will increase the usage of state certified firms.
- Increase diversity, equity and inclusion in the City's Equity Purchasing Program and contracting by outreach to project managers, vendors and contractors.
- Research and develop/coordinate community workshop(s) to encourage and assist local contractors and businesses to bid/propose on City contracts.
- Coordinate open house events for Equity Purchasing Program to connect with build relationships between prime contractors and sub-contractor opportunities.
- Monitor legislative changes that would affect the procurement code and make necessary updates to the Procurement code as needed.
- Review City wide expenditures and complete procurement processes where required by formal bid thresholds.
- Work with Sustainability Program Manager to develop a Sustainability Purchasing Policy.

<b>Workload Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Budgeted/Revised</b>	<b>FY 2020-21 Proposed</b>
Number of purchase orders issued and processed	1,411	1,423	1,500	1,500
Number of sealed bids and requests for proposals processed	22	27	25	30
Number of contracts issued	140	155	135	150
Total dollar amount paid through Purchase orders	\$32,654,117	\$50,125,927	\$50,000,000	\$80,000,000

**10 Largest PO Spend for FY 2018-19**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Skanska USA Building Inc	Construction of Public Safety Center	\$ 9,758,535
Trench Line Excavation Inc	Settler Way Utility Replacement CIP 4118B	1,635,013
OP SIS	Architectural Service for PRCA	1,633,156
Oregon Underground Inc	Alvord Land CIP 4122	1,484,350
Trench Line Excavation Inc	Cooper Mt. Transmission Mains CIP 4058A	1,434,084
Brown Contracting Inc	Sidewalk Curb Ramp Retrofit	1,016,467
Wildish Standard Paving	Menlo Dr. Sidewalk Improvement CIP 3106A	948,418
FFA Architecture	Architectural Services for Public Safety Center	794,263
Relay Resources	Janitorial Services	673,456
Pacific Excavation	Jenkins Rd Overlay/Lombard Ave Asphalt Grinding CIP 3193A	670,019

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

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

**Performance Outcomes and Program Trends:**

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

Use and offer cooperative purchasing with other agencies whenever possible.

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

Ensure that procurements are in line with the Equity Purchasing Program and continue to look for ways to improve the program that would increase usage of state COBID certified firms.

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

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

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

**Program Goal:**

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

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

REQUIREMENTS	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	ACTUAL	ACTUAL	BUDGETED	PROPOSED	ADOPTED
POSITION	11.85	12.25	11.60	11.40	0.00
PERSONNEL SERVICES	\$1,317,197	\$1,407,233	\$1,474,197	\$1,528,165	\$0
MATERIALS & SERVICES	121,752	123,292	143,990	134,338	0
CAPITAL OUTLAY					
TRANSFERS	56,719	56,059	60,002	59,811	0
<b>TOTAL</b>	<b>\$1,495,668</b>	<b>\$1,586,584</b>	<b>\$1,678,189</b>	<b>\$1,722,314</b>	<b>\$0</b>

**Program Objective (service provided):**

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

**Progress on FY 2019-20 Action Plan:**

- Total investment portfolio on 12/31/2019 was \$136.3 million with an average 2.3% yield.
- Continued to develop skills of new and current staff members through cross training, outside educational seminars and on-site classes to be able to implement department's succession plans.
- Enhanced in-house financial applications by adding capital project accounting features.
- Supported water capital project funding and analysis by partnering with Engineering and submitting a letter of interest to the Environmental Protection Agency for a Water Infrastructure Finance and Innovation Act (WIFIA) loan. Additionally, submitted a letter of interest to Business Oregon for a loan from the Safe Drinking Water Revolving Loan Fund and the Special Public Works Fund.
- Issued BURA bonds to construct a parking garage adjacent to Patricia Reser Center for the Arts, to acquire property, to refinance the BURA Letter of Credit, and to implement other projects as specified in the Central Beaverton Urban Renewal Plan.
- Issued Special Revenue Bonds to construct the Patricia Reser Center for the Arts, backed by Transient Lodging Tax revenue.
- Issued a \$33 million Water Revenue Bond in April of 2020 for financing the Water Capital Improvement Program, including the first payment to buy-in to the Willamette Water Supply System.

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

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

**FY 2020-21 Action Plan:**

- Continue to develop skills of current and new staff members so as to be able to implement the department's succession plans.
- Continue to enhance both in-house and vendor supplied financial applications to increase efficiency for the department.
- Continue to provide analysis and support of funding for capital projects, including negotiating loan terms for the WIFIA loan and the loans from Business Oregon.
- Develop a framework for long range revenue and expenditure forecasts across all funds. The initial effort is aimed at the General Fund. The forecast is aimed at achieving the City Council priority of "Prepare long-range budget plan for upcoming major projects and expenses"
- Support the utility analysis and implementation of a non-potable water supply for irrigation in the South Cooper Mountain area.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed
Receive Unqualified Audit Opinion, Certificate of Achievement for Excellence in Financial Reporting (CAFR) & Distinguished Budget Presentation Award	Received both awards	Received both awards	Received budget award and will submit for CAFR award	Will submit for both awards
Bond Ratings (underlying ratings):				
General Obligation Bonds				
Moody's	Aa1	Aa1	Aa1	Aa1
Standard & Poor's (S&P)	AA+	AA+	AA+	AA+
Water Revenue Bonds				
Moody's	Aa2	Aa2	Aa2	Aa2
Standard & Poor's (S&P)	AA+	AA+	AA+	AA+
Average annual yield on investment portfolio	1.30%	1.67%	2.55%	1.4%
Average annual yield on State Investment Pool (used as a benchmark)	1.10%	1.85%	3.00%	1.4%
Average Monthly Investment Portfolio (in millions)	\$85	\$90	\$90	\$50
Revenue generated from passports	\$158,320	\$176,625	\$180,000	\$185,000
Number of passport applications processed	4,523	5,046	5,143	5,286
Revenue generated from Business Licenses	\$700,073	\$699,095	\$670,000	\$670,000
Business Licenses (calendar year)	4,941	5,077	5,200	5,200

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

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

**Performance Outcomes and Program Trends:**

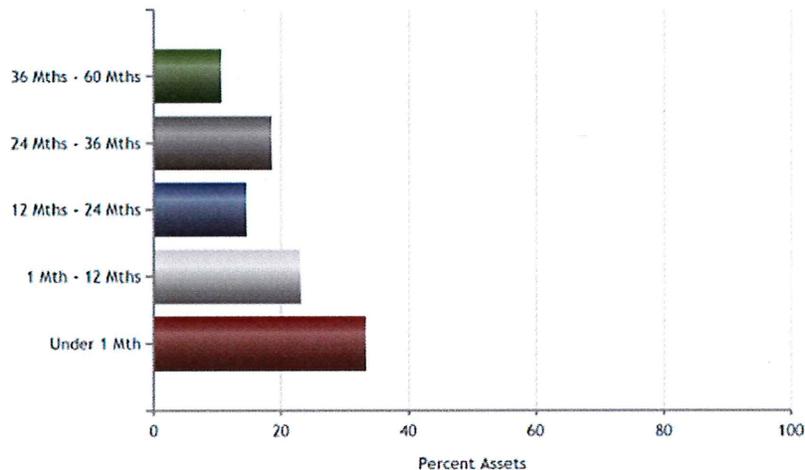
The City’s current high bond ratings reflects the City’s strong financial condition, resulting from our prudent financial policies and practices. The ratings will assist the City securing favorable interest rates on future bond issues. Standard and Poor’s confirmed the City’s ratings for the General Obligation Bonds in April of 2020 in conjunction with the sale of \$33 million in Water Bonds for various capital improvements to the water system.

The City’s investment portfolio yield demonstrates earning rates that are comparable or better than the yield of the Oregon Local Government Investment Pool (LGIP), which is the benchmark. As the Federal Reserve signals interest rate changes, recent investments in agencies/treasuries and Certificates of Deposit are for slightly longer periods but consistent with the Investment Policy. The graph below illustrates the Distribution by Maturity as of December, 2019 in our managed investment portfolio of approximately \$137 million.

**DISTRIBUTION BY MATURITY**

12/31/2019

**Distribution by Maturity**



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

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

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

021 FINANCE DIRECTOR

	160,924	1.00	164,560	1.00	174,781	1.00	178,698	216,262	170,507	1.00	161,981	.95		
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045 FINANCIAL REPORTING MANAGER

	189,574	1.75	192,441	1.75	198,095	1.75	176,531	219,546	202,469	1.75	202,469	1.75		
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074 BUDGET COORDINATOR

	80,059	1.00	82,260	1.00	82,952	1.00	76,586	81,098	81,103	1.00	81,103	1.00		
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075 PAYROLL ADMINISTRATOR

	60,129	1.00	65,894	1.00	70,788	1.00	56,315	71,690	78,524	1.00	78,524	1.00		
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086 ASSISTANT FINANCE DIRECTOR

	99,641	1.00	162,340	1.70	148,101	1.20	127,004	153,834	130,961	1.00	130,961	1.00		
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149 PURCHASING AGENT

	77,319	1.00	79,066	1.00	81,696	1.00	63,925	81,698	83,501	1.00	83,501	1.00		
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169 SENIOR ACCOUNTANT

	172,062	2.10	158,319	1.80	153,775	1.65	119,140	153,779	157,692	1.65	157,692	1.65		
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172 ACCOUNTANT

	71,942	1.00	73,567	1.00	76,016	1.00	60,929	78,918	79,181	1.00	79,181	1.00		
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186 PROGRAM COORDINATOR

					30,885	1.00	10,226	23,651	63,362	1.00	63,362	1.00		
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221 SUPPORT SPECIALIST 2

	44,907	1.00	48,123	1.00	52,845	1.00	42,691	52,892	56,723	1.00	56,723	1.00		
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245 ACCOUNTING ASSISTANT

	49,984	1.00	53,588	1.00	58,828	1.00	45,048	58,060	61,657	1.00	61,657	1.00		
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248 ACCOUNTING SPECIALIST

	224,948	4.00	212,246	4.00	229,643	4.00	172,227	221,395	239,061	4.00	239,061	4.00		
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275 TEMPORARY EMPLOYEES

	4,164		1,620		5,000		8,885	14,373	26,100		26,100			
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299 PAYROLL TAXES AND FRINGES

987

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL 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
	610,242		662,974		761,470		605,960	769,819	824,379		819,984			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,845,895	15.85	1,956,998	16.25	2,124,875	16.60	1,744,165	2,197,015	2,255,220	16.40	2,242,299	16.35		
CLASS: 10 MATERIALS & SERVICES														
301 OFFICE EXPENSE														
	2,051		1,961		2,400		2,028	2,200	2,400		2,400			
303 OFFICE FURNITURE & EQUIPMENT														
	1,713		111		2,350		645	350	2,000		500			
307 MEMBERSHIP FEES														
	10,609		9,690		10,840		9,560	10,000	11,480		11,480			
308 PERIODICALS & SUBSCRIPTIONS														
	791		1,127		802		871	871	942		592			
312 DEPOSIT SHORTAGE/OVERAGE														
	15		20				10	20						
316 ADVERTISING, RECORDING & FILING														
	4,859		5,087		5,000		5,292	5,550	5,800		5,800			
317 COMPUTER EQUIPMENT														
	7,637		2,398		2,000		235							
318 COMPUTER SOFTWARE														
			625		300		359							
321 TRAVEL, TRAINING & SUBSISTENCE														
	7,665		12,919		14,770		5,665	6,322	19,190		12,790			
328 MEALS & RELATED EXPENSE														
							101	200	100		100			
330 MILEAGE REIMBURSEMENT														
	206		122		100		25	50	100		100			
341 COMMUNICATIONS EXPENSE														

886

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL 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
	1,185		1,163		1,194		764	1,044	1,194		1,194			
481	OTHER EXPENSES													
	2,984		2,904		2,680		2,000	2,680	2,720		2,720			
511	PROFESSIONAL SERVICES													
	100,045		103,198		121,120		118,155	100,000	121,120		119,168			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	139,760		141,325		163,556		145,710	129,287	167,046		156,844			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	75,409		80,402		84,223		42,346	84,223	86,523		86,523			
TOTAL CLASS: 25 TRANSFERS														
	75,409		80,402		84,223		42,346	84,223	86,523		86,523			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	2,061,064	15.85	2,178,725	16.25	2,372,654	16.60	1,932,221	2,410,525	2,508,789	16.40	2,485,666	16.35		

686

**FINANCE DEPARTMENT  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
21	FINANCE DIRECTOR	1.00	1.00					1.00
45	FINANCIAL REPORTING MANAGER	1.75	1.75					1.75
74	BUDGET COORDINATOR	1.00	1.00					1.00
75	PAYROLL ADMINISTRATOR	1.00	1.00					1.00
86	ASSISTANT FINANCE DIRECTOR	1.70	1.20					1.20
149	PURCHASING AGENT	1.00	1.00					1.00
169	SENIOR ACCOUNTANT	1.80	1.65					1.65
172	ACCOUNTANT	1.00	1.00					1.00
186	PROGRAM COORDINATOR	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
245	ACCOUNTING ASSISTANT	1.00	1.00					1.00
248	ACCOUNTING SPECIALIST	4.00	4.00					4.00
	<b>Total</b>	<b>16.25</b>	<b>16.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.60</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
21	FINANCE DIRECTOR	1.00		(0.05) <sup>a</sup>			0.95
45	FINANCIAL REPORTING MANAGER	1.75					1.75
74	BUDGET COORDINATOR	1.00					1.00
75	PAYROLL ADMINISTRATOR	1.00					1.00
86	ASSISTANT FINANCE DIRECTOR	1.20				(0.20) <sup>b</sup>	1.00
149	PURCHASING AGENT	1.00					1.00
169	SENIOR ACCOUNTANT	1.65					1.65
172	ACCOUNTANT	1.00					1.00
186	PROGRAM COORDINATOR	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
245	ACCOUNTING ASSISTANT	1.00					1.00
248	ACCOUNTING SPECIALIST	4.00					4.00
	<b>Total</b>	<b>16.60</b>	<b>0.00</b>	<b>(0.05)</b>	<b>0.00</b>	<b>(0.20)</b>	<b>16.35</b>

<sup>a</sup> FY 2020-21 reflects reallocation of 5% of the Finance Director position to the Community Development Department's new BURA Program Administration program.

<sup>b</sup> FY 2020-21 reflects elimination of a .20 FTE position as one of the Assistant Finance Directors is transitioning to retirement



City of Beaverton - Finance  
Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

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

021	FINANCE DIRECTOR												
	160,924	1.00	164,560	1.00	174,781	1.00	216,262	170,507	1.00	161,981	.95		
074	BUDGET COORDINATOR												
	80,059	1.00	82,260	1.00	82,952	1.00	81,098	81,103	1.00	81,103	1.00		
299	PAYROLL TAXES AND FRINGES												
	101,092		106,119		124,159		140,422	148,653		144,258			

TOTAL CLASS: 05 PERSONNEL SERVICES

	342,075	2.00	352,939	2.00	381,892	2.00	437,782	400,263	2.00	387,342	1.95		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	320		320		440		420	440		440			
308	PERIODICALS & SUBSCRIPTIONS												
	549		636		560		622	700		350			
316	ADVERTISING, RECORDING & FILING												
	2,950		3,623		3,500		3,750	3,800		3,800			
321	TRAVEL, TRAINING & SUBSISTENCE												
	37												
341	COMMUNICATIONS EXPENSE												
	443		434		444		444	444		444			
481	OTHER EXPENSES												
	2,984		2,904		2,680		2,680	2,720		2,720			

TOTAL CLASS: 10 MATERIALS & SERVICES

	7,283		7,917		7,624		7,916	8,104		7,754			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	16,750		21,181		20,918		20,918	22,066		22,066			

TOTAL CLASS: 25 TRANSFERS

	16,750		21,181		20,918		20,918	22,066		22,066			
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TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

	366,108	2.00	382,037	2.00	410,434	2.00	466,616	430,433	2.00	417,162	1.95		
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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021 FINANCE DIRECTOR  
 FY 2019-20 REFLECTS 621 HRS PTO CASH-IN  
 FY 2020-21 REFLECTS POSITION ALLOCATION CHANGING FROM 100% IN FINANCE ADMIN TO  
 95% FINANCE ADMIN AND 5% CDD - BURA PROGRAM ADMINISTRATION PROGRAM0696.

074 BUDGET COORDINATOR  
 80 HRS PTO CASH-IN FOR FY 2019-20 AND FY 2020-21

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

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

308 PERIODICALS & SUBSCRIPTIONS  
 VALLEY TIMES \$50  
 GOVERNMENTAL ACCOUNTING STANDARDS \$300

316 ADVERTISING, RECORDING & FILING  
 PUBLIC HEARING NOTICES, ANNUAL & SUPPLEMENTAL BUDGET AND AUDIT MEETING NOTICES \$1,800  
 CERTIFICATION FILING FEES \$450  
 STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES \$400  
 GFOA FILING FEES \$1,150

321 TRAVEL, TRAINING & SUBSISTENCE  
 NO APPROPRIATION REQUESTED

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

481 OTHER EXPENSES  
 ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE FOR FINANCE, ISD AND COURT (68 FTE'S @ \$40 EA) \$2,720

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,066

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

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

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

149	PURCHASING AGENT												
	77,319	1.00	79,066	1.00	81,696	1.00	81,698	83,501	1.00	83,501	1.00		
186	PROGRAM COORDINATOR												
					30,885	1.00	23,651	63,362	1.00	63,362	1.00		
221	SUPPORT SPECIALIST 2												
	44,907	1.00	48,123	1.00	52,845	1.00	52,892	56,723	1.00	56,723	1.00		
299	PAYROLL TAXES AND FRINGES												
	64,397		69,637		103,360		93,934	123,206		123,206			

TOTAL CLASS: 05 PERSONNEL SERVICES

	186,623	2.00	196,826	2.00	268,786	3.00	252,175	326,792	3.00	326,792	3.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					350		350						
307	MEMBERSHIP FEES												
	7,830		7,580		7,580		7,580	8,220		8,220			
308	PERIODICALS & SUBSCRIPTIONS												
	242		491		242		249	242		242			
316	ADVERTISING, RECORDING & FILING												
	1,909		1,464		1,500		1,800	2,000		2,000			
318	COMPUTER SOFTWARE												
321	TRAVEL, TRAINING & SUBSISTENCE												
	744		581		2,270		622	6,690		4,290			

TOTAL CLASS: 10 MATERIALS & SERVICES

	10,725		10,116		11,942		10,601	17,152		14,752			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	1,940		3,162		3,303		3,303	4,646		4,646			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

149 PURCHASING AGENT

186 PROGRAM COORDINATOR  
 FY 2019-20 REFLECTS A NEW PROGRAM COORDINATOR POSITION FOR EQUITY PROCUREMENT COORDINATING THAT WAS ESTABLISHED IN THE FIRST SUPPLEMENTAL BUDGET.

221 SUPPORT SPECIALIST 2

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

303 OFFICE FURNITURE & EQUIPMENT

307 MEMBERSHIP FEES  
 NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) -2 STAFF \$280  
 CITY COSTCO MEMBERSHIP \$240  
 OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) -2 STAFF \$100  
 LOCAL COLUMBIA CHAPTER OF NIGP -2 STAFF \$200  
 PDXPROCUREMENTSEARCH.COM MEMBERSHIP \$3,000  
 OREGON COOPERATIVE PROCUREMENT PROGRAM (ORCPP) MEMBERSHIP -STATE COOP PURCHASING PROGRAM \$4,000  
 OREGON ASSOCIATION OF MINORITY ENTREPRENEURS MEMBERSHIP \$400

308 PERIODICALS & SUBSCRIPTIONS  
 DAILY JOURNAL OF COMMERCE SUBSCRIPTION \$242

316 ADVERTISING, RECORDING & FILING  
 ADVERTISING FOR FORM BID & RFP PROCUREMENT PROCESSES \$2,000

318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2020 CONF, LODGING & REGISTRATION \$470  
 OPPA FALL CONFERENCE, LODGING & REGISTRATION \$475  
 EQUITY IN PROCUREMENT PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES: \$2,400  
 OREGON ASSOC. OF MINORITY ENTREPRENEURS (OAME) TRADE SHOW (\$85 X 2) \$170  
 GOVERNORS MARKET PLACE TRADE SHOW \$250  
 DIVERSITY PRACTITIONERS SUMMIT MTGS (5 @ \$20 EACH), \$100  
 NIGP CLASS - TRAINING FOR EQUITY PROGRAM COORDINATOR \$425

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$4,646

**BP WORKSHEET & JUSTIFICATION**

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

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

	1,940		3,162		3,303		3,303	4,646		4,646			
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TOTAL PROGRAM: 0542 PURCHASING

	199,288	2.00	210,104	2.00	284,031	3.00	266,079	348,590	3.00	346,190	3.00		
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### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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: 05 PERSONNEL SERVICES

045	FINANCIAL REPORTING MANAGER												
	189,574	1.75	192,441	1.75	198,095	1.75	219,546	202,469	1.75	202,469	1.75		
075	PAYROLL ADMINISTRATOR												
	60,129	1.00	65,894	1.00	70,788	1.00	71,690	78,524	1.00	78,524	1.00		
086	ASSISTANT FINANCE DIRECTOR												
	99,641	1.00	162,340	1.70	148,101	1.20	153,834	130,961	1.00	130,961	1.00		
169	SENIOR ACCOUNTANT												
	172,062	2.10	158,319	1.80	153,775	1.65	153,779	157,692	1.65	157,692	1.65		
172	ACCOUNTANT												
	71,942	1.00	73,567	1.00	76,016	1.00	78,918	79,181	1.00	79,181	1.00		
245	ACCOUNTING ASSISTANT												
	49,984	1.00	53,588	1.00	58,828	1.00	58,060	61,657	1.00	61,657	1.00		
248	ACCOUNTING SPECIALIST												
	224,948	4.00	212,246	4.00	229,643	4.00	221,395	239,061	4.00	239,061	4.00		
275	TEMPORARY EMPLOYEES												
	4,164		1,620		5,000		14,373	26,100		26,100			
299	PAYROLL TAXES AND FRINGES												
	444,753		487,218		533,951		535,463	552,520		552,520			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,317,197	11.85	1,407,233	12.25	1,474,197	11.60	1,507,058	1,528,165	11.40	1,528,165	11.40		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,051		1,961		2,400		2,200	2,400		2,400			
303	OFFICE FURNITURE & EQUIPMENT												
	1,713		111		2,000			2,000		500			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 045 FINANCIAL REPORTING MANAGER  
 FY 2019-20 REFLECTS 500 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN
- 075 PAYROLL ADMINISTRATOR  
 FY 2019-20 REFLECTS 37 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN
- 086 ASSISTANT FINANCE DIRECTOR  
 FY 18-19 REFLECTS A 1 FTE INCREASE DUE TO REDUCED SCHEDULE OF THE INCUMBENT AND THEN THE THE INCUMBENT'S EVENTUAL RETIREMENT. THE ADDITIONAL FTE WILL ALLOW FOR A SMOOTH TRANSITION.  
 FY 19-20 REFLECTS .70 FTE ASST. FINANCE DIRECTOR POSITION REDUCING TO A 20 FTE POSITION.  
 FY 2019-20 REFLECTS MID-YEAR RETIREMENT OF THE .20 FTE ASST. FINANCE DIRECTOR.
- 169 SENIOR ACCOUNTANT  
 ONE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 ONE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND / 15% SEWER FUND / 15% STORM FUND.  
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 40 HRS PTO CASH-IN
- 172 ACCOUNTANT  
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 40 HRS PTO CASH-IN
- 245 ACCOUNTING ASSISTANT
- 248 ACCOUNTING SPECIALIST  
 FY 2019-20 REFLECTS 113 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO ASSIST WITH VARIOUS PROJECTS AND TASKS, SUCH AS BUSINESS LICENSES, ACCOUNTING STANDARDS IMPLEMENTATION AND OTHER ACCOUNTING MATTERS.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE ENTIRE FINANCE DEPARTMENT (20 STAFF)  
 W2 FORMS \$100  
 1099 FORMS \$200  
 GENERAL OFFICE SUPPLIES \$2,100
- 303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS, DESK HEIGHT MODIFICATIONS, MONITOR ARMS & CALCULATORS AS NEEDED. \$500

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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
307	MEMBERSHIP FEES												
	2,459		1,790		2,820		2,000	2,820		2,820			
312	DEPOSIT SHORTAGE/OVERAGE												
	15		20				20						
317	COMPUTER EQUIPMENT												
	7,637		2,398		2,000								
318	COMPUTER SOFTWARE												
			625		300								
321	TRAVEL, TRAINING & SUBSISTENCE												
	6,884		12,338		12,500		5,700	12,500		8,500			
328	MEALS & RELATED EXPENSE												
							200	100		100			
330	MILEAGE REIMBURSEMENT												
	206		122		100		50	100		100			
341	COMMUNICATIONS EXPENSE												
	742		729		750		600	750		750			
511	PROFESSIONAL SERVICES												
	100,045		103,198		121,120		100,000	121,120		119,168			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	121,752		123,292		143,990		110,770	141,790		134,338			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	56,719		56,059		60,002		60,002	59,811		59,811			
TOTAL CLASS: 25 TRANSFERS													
	56,719		56,059		60,002		60,002	59,811		59,811			
TOTAL PROGRAM: 0548 FINANCE OPERATIONS													
	1,495,668	11.85	1,586,584	12.25	1,678,189	11.60	1,677,830	1,729,766	11.40	1,722,314	11.40		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	2,061,064	15.85	2,178,725	16.25	2,372,654	16.60	2,410,525	2,508,789	16.40	2,485,666	16.35		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 307 MEMBERSHIP FEES
  - MEMBERSHIP FEES - AMERICAN PAYROLL ASSOCIATION\$290
  - OREGON SOCIETY OF CPA'S (OSCPA)2 @\$275 \$550
  - OREGON BOARD OF ACCOUNTANCY (CPA LICENSE RENEWAL)2@\$160 \$320
  - OREGON GOVERNMENT FINANCE OFFICERS ASSOC (OGFOA)7@\$110 \$770
  - GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA; BASED ON CITY POPULATION)\$790
  - NOTARY PUBLIC \$100
- 312 DEPOSIT SHORTAGE/OVERAGE
- 317 COMPUTER EQUIPMENT
  - NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES AND ANNUAL PAYROLL USER GROUP \$8,500
- 328 MEALS & RELATED EXPENSE
  - MISC MEALS & RELATED EXPENSES \$100
- 330 MILEAGE REIMBURSEMENT
  - OCCASIONAL TRAVEL IN NON-CITY VEHICLE AS NECESSARY \$100
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR ASSISTANT FINANCE DIRECTOR AT \$62 PER MONTH \$750
- 511 PROFESSIONAL SERVICES
  - FY 19-20: AUDIT FEE, BOND COUNSEL & FINANCIAL ADVISOR, INVESTMENT PORTFOLIO TRACKING AND PORTFOLIO ADVISORY SERVICES FY20-21: AUDIT FEE FOR FY 19-20 AUDIT \$43,848
  - AUDIT FEE FOR FY 20-21 INTERIM AUDIT IN JUNE 2021 \$27,500
  - INVESTMENT ADVISORY SERVICES \$45,000
  - INVESTMENT PORTFOLIO TRACKING SERVICE \$2,820



- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$59,811



**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
001-20	FINANCE DEPARTMENT											
001-20-0541-05-021	FINANCE DIRECTOR	1.00	2,717			216,262				216,262	95,723	311,985
001-20-0541-05-074	BUDGET COORDINATOR	1.00	2,177	8		78,913	435		1,750	81,098	44,699	125,797
	FINANCE ADMINISTRATION	2.00	4,894	8		295,175	435		1,750	297,360	140,422	437,782
001-20-0542-05-149	PURCHASING AGENT	1.00	2,096			81,698				81,698	44,202	125,900
001-20-0542-05-186	PROGRAM COORDINATOR	1.00	836			23,651				23,651	15,959	39,610
001-20-0542-05-221	SUPPORT SPECIALIST 2	1.00	2,098			52,892				52,892	33,773	86,665
	PURCHASING	3.00	5,030			158,241				158,241	93,934	252,175
001-20-0548-05-045	FINANCIAL REPORTING MANAGER	1.75	4,200			219,546				219,546	116,319	335,865
001-20-0548-05-075	PAYROLL ADMINISTRATOR	1.00	2,133	15		70,950	740			71,690	48,054	119,744
001-20-0548-05-086	ASSISTANT FINANCE DIRECTOR	1.00	2,499			146,769			7,065	153,834	72,981	226,815
001-20-0548-05-169	SENIOR ACCOUNTANT	1.65	3,538			153,782				153,779	76,668	230,447
001-20-0548-05-172	ACCOUNTANT	1.00	2,176			78,918				78,918	36,745	115,663
001-20-0548-05-245	ACCOUNTING ASSISTANT	1.00	2,096	15		54,466	594		3,000	58,060	17,614	75,674
001-20-0548-05-248	ACCOUNTING SPECIALIST	4.00	7,664	17		220,753	642			221,395	165,774	387,169
001-20-0548-05-275	TEMPORARY EMPLOYEES		231			14,373				14,373	1,308	15,681
	FINANCE OPERATIONS	11.40	24,537	47		959,557	1,976		10,065	971,595	535,463	1,507,058
	**** DEPARTMENT TOTAL ****	16.40	34,461	55		1,412,973	2,411		11,815	1,427,196	769,819	2,197,015

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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
001-20	FINANCE DEPARTMENT											
001-20-0541-05-021	FINANCE DIRECTOR	0.95	1,984			161,982				161,981	83,592	245,573
001-20-0541-05-074	BUDGET COORDINATOR	1.00	2,168	8		80,657	446			81,103	60,666	141,769
	FINANCE ADMINISTRATION	1.95	4,152	8		242,639	446			243,084	144,258	387,342
001-20-0542-05-149	PURCHASING AGENT	1.00	2,088			83,501				83,501	45,713	129,214
001-20-0542-05-186	PROGRAM COORDINATOR	1.00	2,088			63,362				63,362	40,912	104,274
001-20-0542-05-221	SUPPORT SPECIALIST 2	1.00	2,088			56,723				56,723	36,581	93,304
	PURCHASING	3.00	6,264			203,586				203,586	123,206	326,792
001-20-0548-05-045	FINANCIAL REPORTING MANAGER	1.75	3,774			202,469				202,469	112,963	315,432
001-20-0548-05-075	PAYROLL ADMINISTRATOR	1.00	2,168	15		77,727	797			78,524	52,537	131,061
001-20-0548-05-086	ASSISTANT FINANCE DIRECTOR	1.00	2,088			130,961				130,961	69,049	200,010
001-20-0548-05-169	SENIOR ACCOUNTANT	1.65	3,485			157,700				157,692	80,781	238,473
001-20-0548-05-172	ACCOUNTANT	1.00	2,128			79,181				79,181	37,588	116,769
001-20-0548-05-245	ACCOUNTING ASSISTANT	1.00	2,088	15		58,648	609		2,400	61,657	18,867	80,524
001-20-0548-05-248	ACCOUNTING SPECIALIST	4.00	8,013			239,061				239,061	178,383	417,444
001-20-0548-05-275	TEMPORARY EMPLOYEES		420			26,100				26,100	2,352	28,452
	FINANCE OPERATIONS	11.40	24,164	30		971,847	1,406		2,400	975,645	552,520	1,528,165
	**** DEPARTMENT TOTAL ****	16.35	34,580	38		1,418,072	1,852		2,400	1,422,315	819,984	2,242,299

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**FINANCE - WATER FUND**



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

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

**Program Goal:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.64	2.08	2.13	2.13	0.00
PERSONNEL SERVICES	\$138,860	\$188,479	\$208,477	\$225,323	\$0
MATERIALS & SERVICES	152,828	169,791	191,215	238,917	0
CAPITAL OUTLAY					
TRANSFERS	2,081	2,976	2,752	3,484	0
<b>TOTAL</b>	<b>\$293,769</b>	<b>\$361,246</b>	<b>\$402,444</b>	<b>\$467,724</b>	<b>\$0</b>

**Program Objective (services provided):**

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

**Progress on FY 2019-20 Action Plan:**

The City is currently in the process of renegotiating a contract to complete a major upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of June 2020. We hope to have the new upgrade operational during FY 2020-21. In addition, the City continues to work toward the process of implementing radio read capability for reading meters in new developments such as in the South Cooper Mountain area or large meters in vaults.

During the current fiscal year, the City entered into an agreement with Community Action Organization to provide a mechanism to distribute funds from the City to its utility customers who are in need of financial assistance. Community Action Organization will provide an intake process for applicants desiring financial assistance and determine eligibility according to criteria used for the Low Income Home Energy Assistance Program and the Oregon Energy Assistance Program. Funding for the current fiscal year is still provided under the City's General Fund.

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

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

In regional water business:

- The City became a member of the Willamette Intake Facility Commission that will create a new source of drinking water. The City joined the Willamette Water Supply System Commission as of July 1, 2019.
- The City Council and TVWD Board agreed for the city to assume responsibility for nearly 16,000 people in areas south of Highway 26 and west of Scholls Ferry Road beginning in FY 2018-19. Benefits for the transferring customers are monthly bills (instead of bi-monthly) and potentially lower rates (on average about \$183 per year) based on the difference between the City's existing water rates and TVWD's.
- Initiate capital planning to connect the City's water system to the Joint Water Commission's North Transmission Line.

**FY 2020-21 Action Plan:**

- Upgrade of the City's current Utility Billing System to the vendor's latest cloud platform.
- With the withdrawal of water customers from TVWD and the City taking over and providing water service to more areas of the City, continue the set-up of new customer accounts. There will also be several thousand new accounts created by residential development at S. Cooper Mountain.
- Maintain water rates sufficient to meet operating costs, replacement, upgrades and debt service coverage ratio.
- Continue to pursue staffing changes to accommodate succession plans across the utility related staff. This includes management staff changes in assignment.
- Continue efforts to implement the City's first non-potable water irrigation (purple pipe) system in the South Cooper Mountain development area.
- Full implementation of the agreement with Community Action Organization to assist customer's with utility hardship assistance. Funding will be now budgeted in the Water Fund, rather than the General Fund as in prior years.

<b>Performance Measures:</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted/Revised</b>	<b>Proposed</b>
Number of water accounts*	18,031	22,400	22,925 / 22,700	23,000
Number of water accounts maintained per FTE *	4,508	4,480	4,585 / 4,540	4,592
Avg. Monthly Uncollectable Account Write Offs	\$2,400	\$1,400	\$2,000 / \$1,355	\$2,000
Percentage of Account Write Offs of Total Sales	.19%	.11%	.12% / .11%	.11%
Number of customers receiving e-bills**	4,620	3,492^	3,806^ / ^	^
Percentage of Accounts using e-bills**	26%	15.6%^	16.6% / ^	^
Number of Debit/Credit Card transactions through the web**	81,800	89,200	97,200 / 119,600	130,000
Number of Autopay transactions through the web**	38,200	43,975	47,930 / 61,841	70,000
Total \$ all utility payments, received through the web**	\$11,180,000	\$12,458,000	\$13,579,000 / \$17,900,000	\$20,000,000

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

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

^ Performance measure changed to include only current active accounts.

**Performance Outcomes and Program Trends:**

The program has been better able to meet the increasing demand for utility billing services with the increase of one staff member for customer service and the increased involvement of another Senior Accountant in Utility Billing management. The amount of work involved with transitioning more than 4300 customer accounts from the Tualatin Valley Water District to the city was

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

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

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

considerable and on-going. As the more intensive phases of the withdrawal process declines, then the work of finally upgrading the billing and customer account software will take off.

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

Water consumption for the current year is expected to be higher than prior years due to the withdrawal of approximately 4300 accounts from Tualatin Valley Water District. In addition, there was not a lot of growth in the past years, but is expected to increase for FY 2020-21, as construction continues in the new South Cooper Mountain area. As areas of the City are drawn into the City's water service area from other water districts, customer counts will increase.

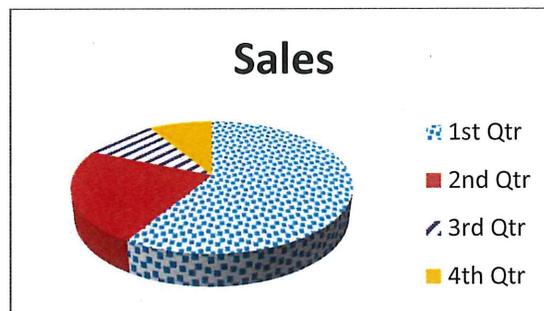
The City of Beaverton is an active member of the Joint Water Commission and Barney Reservoir Commission purchasing water for industrial, commercial, domestic and irrigation purposes. Water consumption trends in Beaverton mirror the per capita reduction experienced by other utilities. While conservation is encouraged to reduce the amount of wasteful water usage, the reduction in annual sales affects the financial health of the utility. The City of Beaverton has made it a practice to make gradual increases in both base and consumption rates (per 100 cubic feet) and anticipates another increase in the coming year based on careful analysis of the performance of the Water Fund. There is a 40 cent increase planned (11.2%) in the water consumption rate, with 10 cents of the rate increase covering increased operations and 30 cents covering debt service for the planned capital projects. Water base is projected to increase 6.25% for FY 20-21.

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

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 **
Water Using 8 CCF:				
Base*	\$14.00	\$15.00	\$16.00	\$17.00
Consumption*	<u>24.56</u>	<u>25.36</u>	<u>28.56</u>	<u>31.76</u>
Total	<u>\$38.56</u>	<u>\$40.36</u>	<u>\$44.56</u>	<u>\$48.76</u>

\*\* Proposed

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



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

169	SENIOR ACCOUNTANT													
	26,917	.30	35,207	.40	40,960	.45	31,973	40,955	42,506	.45	42,506	.45		
245	ACCOUNTING ASSISTANT													
	45,645	1.00	58,849	1.34	67,353	1.34	54,538	68,363	72,431	1.34	72,431	1.34		
248	ACCOUNTING SPECIALIST													
	19,581	.34	23,863	.34	18,347	.34	15,540	19,726						
275	TEMPORARY EMPLOYEES													
			665				636	52						
280	UB SUPERVISOR													
									22,759	.34	22,759	.34		
299	PAYROLL TAXES AND FRINGES													
	46,717		69,895		81,817		67,085	81,596	87,627		87,627			

TOTAL CLASS: 05 PERSONNEL SERVICES

	138,860	1.64	188,479	2.08	208,477	2.13	169,772	210,692	225,323	2.13	225,323	2.13		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	192		417		300		300	300	300		300			
302	POSTAGE EXPENSE													
	24,783		26,472		32,000		33,841	33,841	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT													
	397		1,445		400		385	400	400		400			
305	SPECIAL DEPARTMENT SUPPLIES													
	2,500				6,500		5,217	6,500	6,500		6,500			
307	MEMBERSHIP FEES													
	270		395		442		120	442	442		442			
321	TRAVEL, TRAINING & SUBSISTENCE													
	908		303		1,373		457	457	1,375		1,375			
406	BANK SERVICE FEES													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER 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
	95,298		106,807		118,000		83,660	126,000	136,000		136,000			
511	PROFESSIONAL SERVICES													
	28,480		33,952		32,200		27,592	37,000	39,900		39,900			
530	UB FINANCIAL ASSISTANCE EXP													
									22,000		22,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	152,828		169,791		191,215		151,572	204,940	238,917		238,917			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	2,081		2,976		2,752		2,118	2,752	3,484		3,484			
TOTAL CLASS: 25 TRANSFERS														
	2,081		2,976		2,752		2,118	2,752	3,484		3,484			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	293,769	1.64	361,246	2.08	402,444	2.13	323,462	418,384	467,724	2.13	467,724	2.13		

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**WATER FUND - FINANCE  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
169	SENIOR ACCOUNTANT	0.40	0.45					0.45
245	ACCOUNTING ASSISTANT	1.34	1.34					1.34
248	ACCOUNTING SPECIALIST	0.34	0.34					0.34
280	UB SUPERVISOR	0.00	0.00					0.00
	<b>Total</b>	<b>2.08</b>	<b>2.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.13</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
169	SENIOR ACCOUNTANT	0.45					0.45
245	ACCOUNTING ASSISTANT	1.34					1.34
248	ACCOUNTING SPECIALIST	0.34			(0.34) <sup>a</sup>		0.00
280	UB SUPERVISOR	0.00			0.34 <sup>a</sup>		0.34
	<b>Total</b>	<b>2.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.13</b>

<sup>a</sup> FY 2020-21 reflects reclassification of a 1 FTE Accounting Specialist position to a Utility Billing Supervisor that is allocated 34% Water Fund, 33% Sewer Fund and 33% Storm Drain Fund.



**BP WORKSHEET & JUSTIFICATION**

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

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

169	SENIOR ACCOUNTANT	26,917	.30	35,207	.40	40,960	.45	40,955	42,506	.45	42,506	.45
245	ACCOUNTING ASSISTANT	45,645	1.00	58,849	1.34	67,353	1.34	68,363	72,431	1.34	72,431	1.34
248	ACCOUNTING SPECIALIST	19,581	.34	23,863	.34	18,347	.34	19,726				
275	TEMPORARY EMPLOYEES			665				52				
280	UB SUPERVISOR								22,759	.34	22,759	.34
299	PAYROLL TAXES AND FRINGES	46,717		69,895		81,817		81,596	87,627		87,627	

TOTAL CLASS: 05 PERSONNEL SERVICES

		138,860	1.64	188,479	2.08	208,477	2.13	210,692	225,323	2.13	225,323	2.13
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	192		417		300		300	300		300	
302	POSTAGE EXPENSE	24,783		26,472		32,000		33,841	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	397		1,445		400		400	400		400	
305	SPECIAL DEPARTMENT SUPPLIES	2,500				6,500		6,500	6,500		6,500	
307	MEMBERSHIP FEES	270		395		442		442	442		442	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
  - 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION ALL ARE ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.  
 FY 2019-20 AND FY 2020-21 REFLECT 40 HRS PTO CASH-IN.
  - 248 ACCOUNTING SPECIALIST  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.  
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ACCTG SPECIALIST POSITION TO UB SUPERVISOR.
  - 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
  - 280 UB SUPERVISOR  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND  
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ACCTG SPECIALIST POSITION TO UB 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  
 MISC OFFICE SUPPLIES \$300
  - 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000
  - 303 OFFICE FURNITURE & EQUIPMENT  
 MISC. SMALL EQUIPMENT AND REPLACEMENT FURNITURE \$400
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500
  - 307 MEMBERSHIP FEES  
 AMERICAN WATER WORKS ASSOCIATION  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS  
 OREGON BOARD OF ACCOUNTANCY  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION  
 TOTAL \$442 \$442

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

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

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												
	908		303		1,373		457	1,375		1,375			
406	BANK SERVICE FEES												
	95,298		106,807		118,000		126,000	136,000		136,000			
511	PROFESSIONAL SERVICES												
	28,480		33,952		32,200		37,000	39,900		39,900			
530	UB FINANCIAL ASSISTANCE EXP												
								22,000		22,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	152,828		169,791		191,215		204,940	238,917		238,917			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,081		2,976		2,752		2,752	3,484		3,484			
TOTAL CLASS: 25 TRANSFERS													
	2,081		2,976		2,752		2,752	3,484		3,484			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	293,769	1.64	361,246	2.08	402,444	2.13	418,384	467,724	2.13	467,724	2.13		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	293,769	1.64	361,246	2.08	402,444	2.13	418,384	467,724	2.13	467,724	2.13		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION SPRING CONFERENCE  
 GOVERNMENT FINANCE OFFICERS ASSOC. GAAP UPDATE  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT  
 CUSTOMER SERVICE STAFF TRAINING  
 OREGON SOCIETY OF CPAS - ETHICS  
 TOTAL \$1375 \$1,375
- 406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD AND LOCKBOX PAYMENTS \$136,000
- 511 PROFESSIONAL SERVICES  
 ARMORED CAR SERVICE  
 MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM  
 METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$8,600  
 CHARGES FOR WEB TRANSACTIONS \$30,000 LOOMIS ARMORED CAR SERVICE \$1,300
- 530 UB FINANCIAL ASSISTANCE EXP  
 WATER FINANCIAL ASSISTANCE FOR CUSTOMER UTILITY HARDSHIPS \$22,000
  
- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$3,484

**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
501-20	FINANCE DEPARTMENT											
501-20-0545-05-169	SENIOR ACCOUNTANT	0.45	943			40,954				40,955	21,320	62,275
501-20-0545-05-245	ACCOUNTING ASSISTANT	1.34	2,822			68,361				68,363	50,031	118,394
501-20-0545-05-248	ACCOUNTING SPECIALIST	0.34	714	3		19,598	128			19,726	9,993	29,719
501-20-0545-05-275	TEMPORARY EMPLOYEES		2			52				52	252	304
	UTILITY BILLING & COLLECTIONS	2.13	4,481	3		128,965	128			129,096	81,596	210,692
	**** DEPARTMENT TOTAL ****	2.13	4,481	3		128,965	128			129,096	81,596	210,692

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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
501-20	FINANCE DEPARTMENT											
501-20-0545-05-169	SENIOR ACCOUNTANT	0.45	940			42,503				42,506	22,374	64,880
501-20-0545-05-245	ACCOUNTING ASSISTANT	1.34	2,811			72,433				72,431	54,071	126,502
501-20-0545-05-275	TEMPORARY EMPLOYEES											0
501-20-0545-05-280	UB SUPERVISOR	0.34	710	3		22,597	162			22,759	11,182	33,941
	UTILITY BILLING & COLLECTIONS	2.13	4,461	3		137,533	162			137,696	87,627	225,323
	**** DEPARTMENT TOTAL ****	2.13	4,461	3		137,533	162			137,696	87,627	225,323

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**FINANCE - SEWER FUND**



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

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

**Program Goal:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.63	2.06	2.11	2.11	0.00
PERSONNEL SERVICES	\$138,158	\$187,283	\$206,976	\$223,628	\$0
MATERIALS & SERVICES	199,977	212,959	239,130	265,995	0
CAPITAL OUTLAY					
TRANSFERS	1,338	1,906	1,651	2,322	0
<b>TOTAL</b>	<b>\$339,473</b>	<b>\$402,148</b>	<b>\$447,757</b>	<b>\$491,945</b>	<b>\$0</b>

**Program Objective (services provided):**

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

**Progress on FY 2019-20 Action Plan:**

- Pursue staffing changes to accommodate succession plans across the utility related staff. One additional Accounting Assistant position was created in FY 2018-19 and a portion of a second Senior Accountant’s time was allocated to the enterprise funds.
- Incorporation of the 4300+ accounts transferred from TVWD has little financial impact on the Sewer or Storm Drain Fund as these customers were previously billed by TVWD under a “joint-billing” arrangement.
- During the current fiscal year, the City entered into an agreement with Community Action Organization to provide a mechanism to distribute funds from the City to its utility customers who are in need of financial assistance. Community Action Organization will provide an intake process for applicants desiring financial assistance and determine eligibility according to criteria used for the Low Income Home Energy Assistance Program and the Oregon Energy Assistance Program. Funding for the current fiscal year is still provided under the City’s General Fund.

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

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

**FY 2020-21 Action Plan:**

- Continued work on the upgrade of the City’s current Utility Billing System to the vendor’s latest cloud platform.
- Maintain sewer rates sufficient to meet operating costs, replacement, and upgrades.
- Perform the annual update of customer’s winter water averages for Sewer Usage charges.
- Continue efforts with GIS department on customer plumbing fixture count data that eventually can be interfaced with the City’s Utility Billing system.
- Full implementation of the agreement with Community Action Organization to assist customers with utility hardship assistance. Funding will be now budgeted in the Sewer Fund, rather than the General Fund as in prior years.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of sewer accounts*	23,004	23,145	23,370 / 23,460	24,020
Number of sewer accounts maintained per FTE	5,751	4,629	4,674 / 4,692	\$2,000
Avg. Monthly Uncollectable Account Write Offs	\$1,198	\$1,750	\$2,000 / \$1,388	\$2,000
Percentage of Account Write Offs of Total Sales**	.51%	.71%	.79% / .42%	.59%
Number of Debit/Credit Card transactions through the web***	81,800	89,200	97,200 / 119,600	130,000
Number of Autopay transactions through the web***	38,200	43,975	47,930 / 61,841	70,000
Total \$ all utility payments, received through the web***	\$11,180,000	\$12,458,00	\$13,579,000 / \$17,900,000	\$20,000,000

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

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

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

^ Performance measure changed to include only current active accounts.

**Performance Outcomes and Program Trends:**

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

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

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

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

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

The City is currently awaiting a renegotiated contract for a major upgrade to our utility billing system from our present vendor. This project was put on hold during the last year and a half due to staff changes and retirements at the City and ownership changes of the vendor. This upgrade will provide for more functionality, less custom, and give us the latest cloud platform. Our goal is to have the new major upgrade implemented by the end of 2021. Any reduction in custom code means significant savings to the City in terms of annual maintenance fees, faster turnaround times on programming and more reliable service pack uploads.

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

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

	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21*</b>
Sewer Using 8 CCF of Winter Water:				
Base	\$27.78	\$30.62	\$31.55	\$32.50
Use	<u>15.76</u>	<u>16.24</u>	<u>16.72</u>	<u>17.22</u>
Subtotal	\$43.54	\$46.86	\$48.27	\$49.72
Surcharge**	<u>2.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total	<u>\$45.54</u>	<u>\$46.91</u>	<u>\$48.32</u>	<u>\$49.77</u>

\* FY 20-21 includes an estimated increase of 3.0% on Sewer Base and Use rates.

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

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

169	SENIOR ACCOUNTANT													
	26,917	.30	35,207	.40	40,960	.45	31,973	40,955	42,506	.45	42,506	.45		
245	ACCOUNTING ASSISTANT													
	45,769	1.00	58,694	1.33	66,975	1.33	54,272	68,023	72,036	1.33	72,036	1.33		
248	ACCOUNTING SPECIALIST													
	19,006	.33	23,161	.33	17,808	.33	15,082	19,146						
275	TEMPORARY EMPLOYEES													
			646				617	51						
280	UB SUPERVISOR													
									22,091	.33	22,091	.33		
299	PAYROLL TAXES AND FRINGES													
	46,466		69,575		81,233		66,590	81,026	86,995		86,995			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	138,158	1.63	187,283	2.06	206,976	2.11	168,534	209,201	223,628	2.11	223,628	2.11		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	167		345		300		300	300	300		300			
302	POSTAGE EXPENSE													
	24,783		26,472		32,000		33,841	25,000	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT													
	397		1,445		400		385	400	400		400			
305	SPECIAL DEPARTMENT SUPPLIES													
	2,500				6,500		5,217	5,500	7,000		7,000			
307	MEMBERSHIP FEES													
	185		310		357		120	357	360		360			
321	TRAVEL, TRAINING & SUBSISTENCE													
	610		303		1,373		457	457	1,375		1,375			
406	BANK SERVICE FEES													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER 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
	94,058		105,547		118,000		82,350	120,000	136,000		136,000			
511	PROFESSIONAL SERVICES													
	77,277		78,537		80,200		76,308	66,220	83,000		83,000			
530	UB FINANCIAL ASSISTANCE EXP													
									5,560		5,560			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	199,977		212,959		239,130		198,978	218,234	265,995		265,995			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	1,338		1,906		1,651		1,218	1,651	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS														
	1,338		1,906		1,651		1,218	1,651	2,322		2,322			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	339,473	1.63	402,148	2.06	447,757	2.11	368,730	429,086	491,945	2.11	491,945	2.11		

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**SEWER FUND - FINANCE  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
169	SENIOR ACCOUNTANT	0.40	0.45					0.45
245	ACCOUNTING ASSISTANT	1.33	1.33					1.33
248	ACCOUNTING SPECIALIST	0.33	0.33					0.33
280	UB SUPERVISOR	0.00	0.00					0.00
	<b>Total</b>	<b>2.06</b>	<b>2.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.11</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
169	SENIOR ACCOUNTANT	0.45					0.45
245	ACCOUNTING ASSISTANT	1.33					1.33
248	ACCOUNTING SPECIALIST	0.33			(0.33) <sup>a</sup>		0.00
280	UB SUPERVISOR	0.00			0.33 <sup>a</sup>		0.33
	<b>Total</b>	<b>2.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.11</b>

<sup>a</sup> FY 2020-21 reflects reclassification of a 1 FTE Accounting Specialist position to a Utility Billing Supervisor that is allocated 34% Water Fund, 33% Sewer Fund and 33% Storm Drain Fund.



**BP WORKSHEET & JUSTIFICATION**

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

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

169	SENIOR ACCOUNTANT	26,917	.30	35,207	.40	40,960	.45	40,955	42,506	.45	42,506	.45
245	ACCOUNTING ASSISTANT	45,769	1.00	58,694	1.33	66,975	1.33	68,023	72,036	1.33	72,036	1.33
248	ACCOUNTING SPECIALIST	19,006	.33	23,161	.33	17,808	.33	19,146				
275	TEMPORARY EMPLOYEES			646				51				
280	UB SUPERVISOR								22,091	.33	22,091	.33
299	PAYROLL TAXES AND FRINGES	46,466		69,575		81,233		81,026	86,995		86,995	

TOTAL CLASS: 05 PERSONNEL SERVICES

		138,158	1.63	187,283	2.06	206,976	2.11	209,201	223,628	2.11	223,628	2.11
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	167		345		300		300	300		300	
302	POSTAGE EXPENSE	24,783		26,472		32,000		25,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	397		1,445		400		400	400		400	
305	SPECIAL DEPARTMENT SUPPLIES	2,500				6,500		5,500	7,000		7,000	
307	MEMBERSHIP FEES	185		310		357		357	360		360	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.  
 FY 2019-20 AND FY 2020-21 REFLECT 40 HRS PTO CASH-IN.
- 248 ACCOUNTING SPECIALIST  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND  
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ACCTG SPECIALIST POSITION TO UB SUPERVISOR.
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 280 UB SUPERVISOR  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND  
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ACCTG SPECIALIST POSITION TO UB 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  
 MISC OFFICE SUPPLIES \$300
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING DESK SURFACE AND CHAIR REPLACEMENT \$400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$7,000
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS  
 OREGON BOARD OF ACCOUNTANCY  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION  
 TOTAL \$360 \$360

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

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

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												
	610		303		1,373		457	1,375		1,375			
406	BANK SERVICE FEES												
	94,058		105,547		118,000		120,000	136,000		136,000			
511	PROFESSIONAL SERVICES												
	77,277		78,537		80,200		66,220	83,000		83,000			
530	UB FINANCIAL ASSISTANCE EXP												
								5,560		5,560			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	199,977		212,959		239,130		218,234	265,995		265,995			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,338		1,906		1,651		1,651	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS													
	1,338		1,906		1,651		1,651	2,322		2,322			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	339,473	1.63	402,148	2.06	447,757	2.11	429,086	491,945	2.11	491,945	2.11		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	339,473	1.63	402,148	2.06	447,757	2.11	429,086	491,945	2.11	491,945	2.11		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
    - SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:
    - OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE
    - GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE
    - OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE
    - OREGON SOCIETY OF CPAS - ETHICS
    - OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE
    - OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT
    - CUSTOMER SERVICE STAFF TRAINING
    - TOTAL \$1,375
  - 406 BANK SERVICE FEES
    - PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$136,000
  - 511 PROFESSIONAL SERVICES
    - ARMORED CAR SERVICE
    - TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES)
    - METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS)
    - MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM
    - SPRINGBROOK CHARGES FOR WEB PAYMENTS TRANSACTIONS
    - TOTAL \$83,000
  - 530 UB FINANCIAL ASSISTANCE EXP
    - SEWER FINANCIAL ASSISTANCE FOR CUSTOMER UTILITY HARDSHIPS \$5,560
- 
- 816 TRSFERS TO REPROGRAPHICS FUND
    - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,322

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
502-20	FINANCE DEPARTMENT											
502-20-0545-05-169	SENIOR ACCOUNTANT	0.45	942			40,954				40,955	21,320	62,275
502-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,802			68,022				68,023	49,764	117,787
502-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	693	3		19,020	125			19,146	9,697	28,843
502-20-0545-05-275	TEMPORARY EMPLOYEES		2			51				51	245	296
	UTILITY BILLING & COLLECTIONS	2.11	4,439	3		128,047	125			128,175	81,026	209,201
	**** DEPARTMENT TOTAL ****	2.11	4,439	3		128,047	125			128,175	81,026	209,201

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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
502-20	FINANCE DEPARTMENT											
502-20-0545-05-169	SENIOR ACCOUNTANT	0.45	937			42,506				42,506	22,374	64,880
502-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,788			72,036				72,036	53,770	125,806
502-20-0545-05-280	UB SUPERVISOR	0.33	688	3		21,933	157			22,091	10,851	32,942
	UTILITY BILLING & COLLECTIONS	2.11	4,413	3		136,475	157			136,633	86,995	223,628
	**** DEPARTMENT TOTAL ****	2.11	4,413	3		136,475	157			136,633	86,995	223,628

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**FINANCE - STORM DRAIN FUND**



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

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

**Program Goal:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.63	2.06	2.11	2.11	0.00
PERSONNEL SERVICES	\$138,100	\$187,175	\$206,955	\$223,601	\$0
MATERIALS & SERVICES	199,976	212,958	239,130	268,492	0
CAPITAL OUTLAY					
TRANSFERS	1,337	1,905	1,651	2,322	0
<b>TOTAL</b>	<b>\$339,413</b>	<b>\$402,038</b>	<b>\$447,736</b>	<b>\$494,415</b>	<b>\$0</b>

**Program Objective (services provided):**

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

**Progress on FY 2019-20 Action Plan:**

The City is currently in the process of renegotiating a contract to complete the upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of FY 2020-21.

During the current fiscal year, the City entered into an agreement with Community Action Organization to provide a mechanism to distribute funds from the City to its utility customers who are in need of financial assistance. Community Action Organization will provide an intake process for applicants desiring financial assistance and determine eligibility according to criteria used for the Low Income Home Energy Assistance Program and the Oregon Energy Assistance Program. Funding for the current fiscal year is still provided under the City's General Fund.

**FY 2020-21 Action Plan:**

- Continued work on the upgrade of the City's current Utility Billing System to a new cloud platform.
- Maintain storm drain rates sufficient to meet operating costs, replacement, and upgrades.
- Continue efforts with GIS department on updating and verification of impervious area data that can be shared with the City's Utility Billing system.
- Assess a ROW Fee equivalent to 5% of Gross Revenue on the storm drain utility revenue accruing to CWS.
- Continue to pursue staffing changes to accommodate succession plans across the utility related staff.
- Full implementation of the agreement with Community Action Organization to assist customers with utility hardship assistance. Funding will be now budgeted in the Storm Drain Fund, rather than the General Fund as in prior years.

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

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

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of storm drain accounts*	23,037	23,173	23,398 / 23,500	24,060
Number of storm drain accounts maintained per FTE	5,759	4,635	4,680 / 4,700	4,812
Avg. Monthly Uncollectable Account Write Offs	\$300	\$339	\$385 / \$456	\$470
Percentage of Account Write Offs of Total Sales	.09%	.09%	.09% / .09%	.09%
Number of Debit**/Credit Card transactions through the web**	81,800	89,200	97,200 / 119,600	130,000
Number of Autopay transactions through the web**	38,200	43,975	47,930 / 61,841	70,000
Total \$ all utility payments, received through the web**	\$11,180,000	\$12,458,000	\$13,579,000 / \$17,900,000	\$20,000,000

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

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

^ Performance measure changed to include only current active accounts.

**Performance Outcomes and Program Trends:**

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

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

The City is currently awaiting a renegotiated contract for a major upgrade to our utility billing system from our present vendor. This project was put on hold during the last year and a half due to staff changes and retirements at the City and ownership changes of the vendor. This upgrade will provide for more functionality, less custom, and give us the latest cloud platform. Our goal is to have the new major upgrade implemented by June 2021. Any reduction in custom code means significant savings to the City in terms of annual maintenance fees, faster turnaround times on programming and more reliable service pack uploads.

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

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

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

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

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21*
Storm Drain:				
Base	\$8.25	\$8.75	\$9.25	\$9.75
Surcharge	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	<u>\$10.25</u>	<u>\$10.75</u>	<u>\$11.25</u>	<u>\$11.75</u>

\*FY 20-21 includes an estimated increase of 5.4% or 50 cents per equivalent service unit (ESU) on the base rate.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

169	SENIOR ACCOUNTANT													
	26,917	.30	35,203	.40	40,960	.45	31,970	40,955	42,506	.45	42,506	.45		
245	ACCOUNTING ASSISTANT													
	45,681	1.00	58,601	1.33	66,935	1.33	54,212	67,944	71,993	1.33	71,993	1.33		
248	ACCOUNTING SPECIALIST													
	19,006	.33	23,161	.33	17,808	.33	15,082	19,145						
275	TEMPORARY EMPLOYEES													
			646				617	51						
280	UB SUPERVISOR													
									22,088	.33	22,088	.33		
299	PAYROLL TAXES AND FRINGES													
	46,496		69,564		81,252		66,600	81,046	87,014		87,014			

TOTAL CLASS: 05 PERSONNEL SERVICES

	138,100	1.63	187,175	2.06	206,955	2.11	168,481	209,141	223,601	2.11	223,601	2.11		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	167		345		300		300	300	300		300			
302	POSTAGE EXPENSE													
	24,783		26,472		32,000		33,841	33,841	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT													
	397		1,444		400		385	400	400		400			
305	SPECIAL DEPARTMENT SUPPLIES													
	2,500				6,500		5,217	6,500	6,500		6,500			
307	MEMBERSHIP FEES													
	185		310		357		119	357	357		357			
321	TRAVEL, TRAINING & SUBSISTENCE													
	609		303		1,373		457	457	1,375		1,375			
406	BANK SERVICE FEES													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN 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
	94,058		105,547		118,000		82,350	120,000	136,000		136,000			
511	PROFESSIONAL SERVICES													
	77,277		78,537		80,200		75,592	70,000	83,000		83,000			
530	UB FINANCIAL ASSISTANCE EXP													
									8,560		8,560			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	199,976		212,958		239,130		198,261	231,855	268,492		268,492			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	1,337		1,905		1,651		1,263	1,651	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS														
	1,337		1,905		1,651		1,263	1,651	2,322		2,322			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	339,413	1.63	402,038	2.06	447,736	2.11	368,005	442,647	494,415	2.11	494,415	2.11		

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**STORM DRAIN FUND - FINANCE  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
169	SENIOR ACCOUNTANT	0.40	0.45					0.45
245	ACCOUNTING ASSISTANT	1.33	1.33					1.33
248	ACCOUNTING SPECIALIST	0.33	0.33					0.33
280	UB SUPERVISOR	0.00	0.00					0.00
	<b>Total</b>	<b>2.06</b>	<b>2.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.11</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
169	SENIOR ACCOUNTANT	0.45					0.45
245	ACCOUNTING ASSISTANT	1.33					1.33
248	ACCOUNTING SPECIALIST	0.33			(0.33) <sup>a</sup>		0.00
280	UB SUPERVISOR	0.00			0.33 <sup>a</sup>		0.33
	<b>Total</b>	<b>2.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.11</b>

<sup>a</sup> FY 2020-21 reflects reclassification of a 1 FTE Accounting Specialist position to a Utility Billing Supervisor that is allocated 34% Water Fund, 33% Sewer Fund and 33% Storm Drain Fund.



**BP WORKSHEET & JUSTIFICATION**

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

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

169	SENIOR ACCOUNTANT												
	26,917	.30	35,203	.40	40,960	.45	40,955	42,506	.45	42,506	.45		
245	ACCOUNTING ASSISTANT												
	45,681	1.00	58,601	1.33	66,935	1.33	67,944	71,993	1.33	71,993	1.33		
248	ACCOUNTING SPECIALIST												
	19,006	.33	23,161	.33	17,808	.33	19,145						
275	TEMPORARY EMPLOYEES												
			646				51						
280	UB SUPERVISOR												
								22,088	.33	22,088	.33		
299	PAYROLL TAXES AND FRINGES												
	46,496		69,564		81,252		81,046	87,014		87,014			

TOTAL CLASS: 05 PERSONNEL SERVICES

	138,100	1.63	187,175	2.06	206,955	2.11	209,141	223,601	2.11	223,601	2.11		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	167		345		300		300	300		300			
302	POSTAGE EXPENSE												
	24,783		26,472		32,000		33,841	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT												
	397		1,444		400		400	400		400			
305	SPECIAL DEPARTMENT SUPPLIES												
	2,500				6,500		6,500	6,500		6,500			
307	MEMBERSHIP FEES												
	185		310		357		357	357		357			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.  
 FY 2019-20 AND FY 2020-21 REFLECT 40 HRS PTO CASH-IN.
- 248 ACCOUNTING SPECIALIST  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND  
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ACCTG SPECIALIST POSITION TO UB SUPERVISOR.
- 275 TEMPORARY EMPLOYEES
- 280 UB SUPERVISOR  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND  
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ACCTG SPECIALIST POSITION TO UB 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  
 MISC OFFICE SUPPLIES \$300
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$32,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING WORK SURFACE AND CHAIR REPLACEMENT \$400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS  
 OREGON BOARD OF ACCOUNTANCY  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION  
 TOTAL \$357

City of Beaverton - Finance  
 Budget Preparation - 2021

### BP WORKSHEET & JUSTIFICATION

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

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												
	609		303		1,373		457	1,375		1,375			
406	BANK SERVICE FEES												
	94,058		105,547		118,000		120,000	136,000		136,000			
511	PROFESSIONAL SERVICES												
	77,277		78,537		80,200		70,000	83,000		83,000			
530	UB FINANCIAL ASSISTANCE EXP												
								8,560		8,560			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	199,976		212,958		239,130		231,855	268,492		268,492			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,337		1,905		1,651		1,651	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS													
	1,337		1,905		1,651		1,651	2,322		2,322			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	339,413	1.63	402,038	2.06	447,736	2.11	442,647	494,415	2.11	494,415	2.11		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	339,413	1.63	402,038	2.06	447,736	2.11	442,647	494,415	2.11	494,415	2.11		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321	TRAVEL, TRAINING & SUBSISTENCE FY 19-20 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND. SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS: OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION - SPRING CONFERENCE GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE OREGON SOCIETY OF CPAS - GOVERNMENT ACCTG & AUDITING CONFERENCE OREGON SOCIETY OF CPAS - ETHICS OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE OTHER TRAINING AND MILEAGE TO MEET CPA LICENSE REQUIREMENT CUSTOMER SERVICE STAFF TRAINING TOTAL \$1,375
406	BANK SERVICE FEES PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$136,000
511	PROFESSIONAL SERVICES ARMORED CAR SERVICE TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS ) MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM SPRINGBROOK CHARGES FOR WEB PAYMENT TRANSACTIONS TOTAL \$83,000
530	UB FINANCIAL ASSISTANCE EXP STORM FINANCIAL ASSISTANCE FOR CUSTOMER UTILITY HARDSHIPS \$8,560

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,322
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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
513-20	FINANCE DEPARTMENT											
513-20-0545-05-169	SENIOR ACCOUNTANT	0.45	943			40,954				40,955	21,320	62,275
513-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,801			67,948				67,944	49,781	117,725
513-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	693	3		19,021	124			19,145	9,700	28,845
513-20-0545-05-275	TEMPORARY EMPLOYEES		2			51				51	245	296
	UTILITY BILLING & COLLECTIONS	2.11	4,439	3		127,974	124			128,095	81,046	209,141
	**** DEPARTMENT TOTAL ****	2.11	4,439	3		127,974	124			128,095	81,046	209,141

1044

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:07 AM

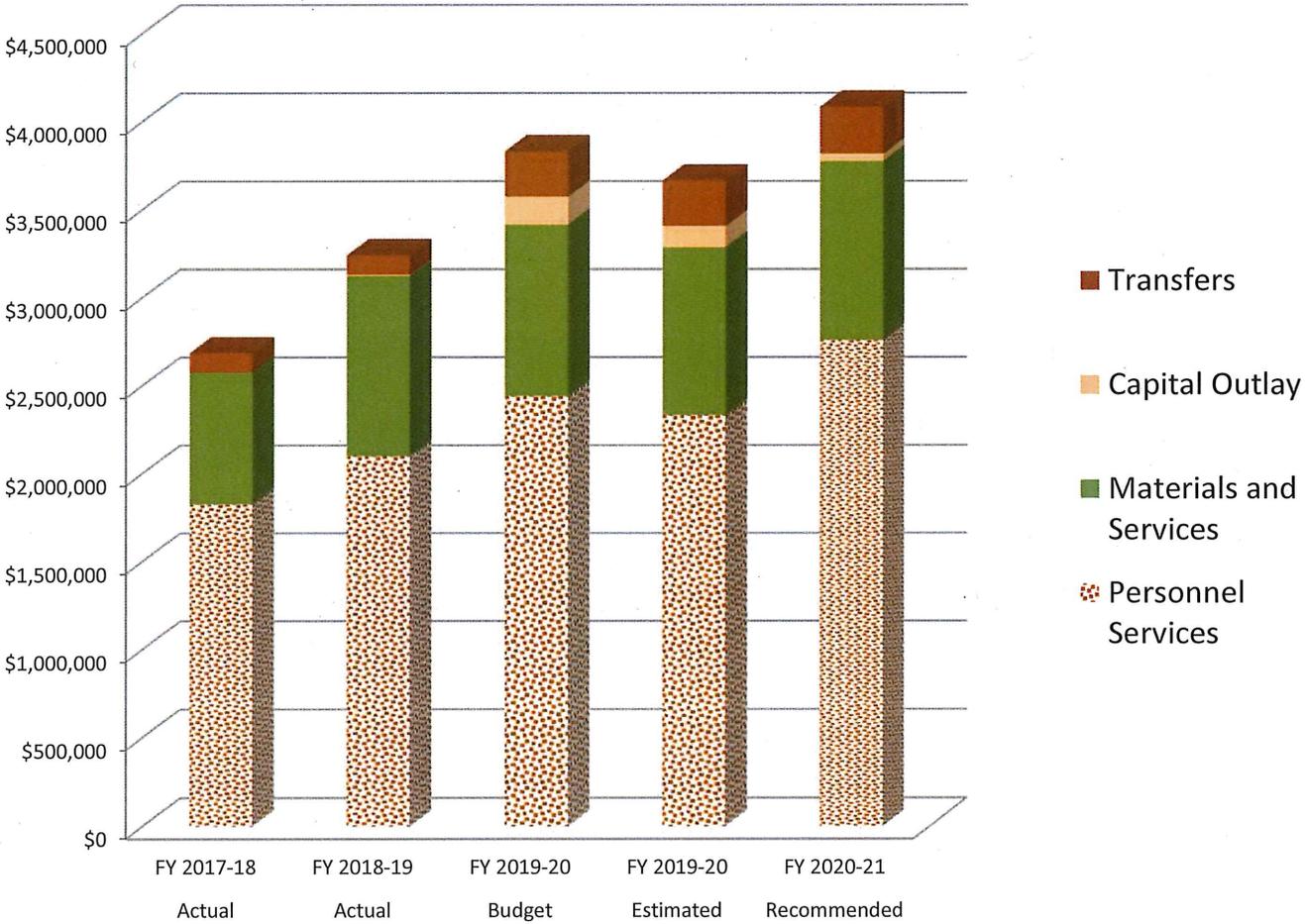
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
513-20	FINANCE DEPARTMENT											
513-20-0545-05-169	SENIOR ACCOUNTANT	0.45	940			42,503				42,506	22,374	64,880
513-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,790			71,990				71,993	53,793	125,786
513-20-0545-05-280	UB SUPERVISOR	0.33	689	4		21,931	158			22,088	10,847	32,935
	UTILITY BILLING & COLLECTIONS	2.11	4,419	4		136,425	158			136,587	87,014	223,601
	**** DEPARTMENT TOTAL ****	2.11	4,419	4		136,425	158			136,587	87,014	223,601

1045





**GENERAL FUND  
MUNICIPAL COURT  
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:	<b>General Fund</b>					
Department:	<b>Municipal Court - Summary</b>					
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$1,827,448	\$2,099,786	\$2,440,786	\$2,332,075	\$2,759,455	13.06%
Materials and Services	749,214	1,024,980	975,083	954,766	1,016,237	4.22%
Capital Outlay	-	4,972	158,363	120,000	40,000	-74.74%
Transfers	108,725	111,078	256,865	256,865	266,751	3.85%
<b>SUB-TOTAL</b>	<b>\$2,685,387</b>	<b>\$3,240,816</b>	<b>\$3,831,097</b>	<b>\$3,663,706</b>	<b>\$4,082,443</b>	
Contingency			-		-	
Reserve for equip.			-		-	
<b>TOTAL</b>	<b>\$2,685,387</b>	<b>\$3,240,816</b>	<b>\$3,831,097</b>	<b>\$3,663,706</b>	<b>\$4,082,443</b>	
<b>FTE's</b>	<b>18.40</b>	<b>20.00</b>	<b>25.00</b>		<b>25.00</b>	

**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

**Capital outlay:**

FY 2020-21 decrease reflects the completion of the new court software implementation.

**Transfers:**

No significant change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	18.40	20.00	25.00	25.00	0.00
PERSONNEL SERVICES	\$1,827,448	\$2,099,786	\$2,440,786	\$2,759,455	\$0
MATERIALS & SERVICES	749,214	1,024,980	975,083	1,016,237	0
CAPITAL OUTLAY	0	4,972	158,363	40,000	0
TRANSFERS	108,725	111,078	256,865	266,751	0
<b>TOTAL</b>	<b>\$2,685,387</b>	<b>\$3,240,816</b>	<b>\$3,831,097</b>	<b>\$4,082,443</b>	<b>\$0</b>

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Court Fines & Forfeitures	\$2,512,315	\$2,318,667	\$2,400,000	\$2,400,000	\$0
Parking Fines	26,385	84,839	85,000	85,000	0
Photo Radar Van Court Fines	794,613	310,631	600,000	600,000	0
Photo Red Light Court Fines	1,297,442	975,275	1,100,000	1,100,000	0
Photo Intersection Speed Court Fines	0	484,925	1,032,000	1,032,000	0
State Victims Assistance Revenue	35,216	35,216	35,216	35,442	0

**SERVICES AND TRENDS:**

Case Filing & Case Management System:

For nearly twenty years, the Beaverton Municipal Court used a paper-on-demand case management system that relied on a networked computer database and scanned image system called WINCS (Windows Court System). WINCS has been in place since approximately 1996.

In August 2019, BMC implemented eCourt, a new custom-made web-based case management system, which had been in development for over four years. The vast majority of cases are initiated electronically by either the Beaverton Police Department or the City Attorney's Office and directly integrated into eCourt.

One major improvement with the launch of eCourt is the court's 24-hour online payment portal. The court's payment portal is a new way for defendants to make payments, submit letters of explanation, and enter "Not Guilty" pleas online without having to come to court. Previously, defendant could submit a payment online through the court's website, but the payment had to be processed manually and was very time intensive. Now defendants can make payments online without any further action required by court staff, which drastically saves resources.

Because the system is still so new, we are constantly performing quality control checks and fixing issues as they arise. As eCourt is a custom-made case management system, we are treating it as a "living project" and will constantly be in a state of in-house process improvement and content updates.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

Court of Record:

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

Video Arraignments:

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

Processes and Schedules:

The Beaverton Municipal Court public business hours are as follows:

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

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

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

Over the past year, we have seen a drop in the number of jury trials being scheduled. Anecdotally, it is suspected that this decrease is due in part to the City of Beaverton being a “no refusal” City, meaning that when a defendant suspected of driving under the influence of an intoxicant refuses to give a breath or blood test, BPD will request a blood draw warrant. To date, there is a 100% conviction rate on cases in which a blood draw warrant was issued. Furthermore, it is suspected that the use of body cams by BPD significantly reduces the number of trials, or at the very least makes them much quicker. Rather than listening to multiple witnesses testifying about a particular incident, jurors can instead watch the video footage.

BMC phone hours are as follows:

Monday – Friday 10:00 AM – 12:00 PM, 1:00 PM – 4:00 PM  
 Thursday 10:00 AM – 12:00 PM, 2:00 PM – 4:00 PM

Phones are off each day during the lunch hour, and also off for one additional hour on Thursdays to accommodate for staff meetings, ensuring that all staff may attend.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

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

Construction:

The size of the Griffith Building lobby and the narrow court public counter area, combined with the increase in volume of cases and defendants makes providing high quality customer service and efficient case management challenging. Over the past year, the court was able to add six additional employees, and expanded into the other side of the Griffith Building (the old HR room). With the Beaverton Police Department moving out of the Griffith Building in mid-2020, the court is planning and strategizing on ways to best utilize the space we are given, seeking what is best for both our employees and customers. The court is committed to working with CoB Facilities and BPD when the time comes to complete the master building plan.

When the time comes to fully remodel the Griffith Building, it will be a significant project in size, scope and cost. The court's objective would be to reunite court staff back into one work area and to provide for more efficient workflow for both court staff and defendants, as well as increased security measures for staff and judges.

Access to Services:

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

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

Programs – Traffic:

The Court offers a Traffic Safety School Program, which allows qualifying individuals accused of traffic violations to take an education program (either in –person or online) in lieu of a conviction. The program's goal is to improve drivers' knowledge and skills and to ensure safer streets in the City of Beaverton.

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

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

Programs – B-SOBR:

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

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

The Beaverton Municipal Court processes over 350 DUII cases each year. DUII crimes cost the City of Beaverton a substantial amount of money each year, by utilizing the services of the Beaverton Police Department, Beaverton Municipal Court, and property damage from accidents. The B-SOBR Program seeks to reduce recidivism rates for DUII crimes and provide program participants with treatment services, looking to reintegrate them as productive members of society rather than habitual offenders.

Mental Health Liaison

In 2019, the Court reached an agreement with Washington County Mental Health Services to create a new Mental Health Liaison position. CoB pays for half of the person’s salary, while Washington County pays for the other half. This position focuses on assessing mental health needs for defendants at the Beaverton Municipal Court, and is stationed full-time at the Beaverton Municipal Court. Additionally, this position will be integrated into the Behavioral Health Court as it progresses.

Programs – Behavioral Health Court:

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

The Court has formed a multi-disciplinary team, including members from the Court, the City Attorney’s Office, the local Defense Bar, the Office of Dispute Resolution, and Washington County Mental Health Services. The core team spent a significant amount of time in 2019 analyzing, strategizing and laying out plans for a Behavioral Health Court in Beaverton. In January, 2020, the Presiding Judge, Court Administrator and Court Coordinator presented the current plans to the Mayor and City Council, and received positive feedback and overwhelming approval to move forward.

Justice Coordinating Committee:

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

Meetings are held quarterly, and the Court is responsible for the planning and implementation of these meetings.

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

Judicial Assistant Position:

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

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

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

Security:

There are documented threats by traffic and criminal defendants against Beaverton Municipal Judges. By their very nature, court facilities can often be a place of extreme emotion and create a safety risk to all persons in the courthouse facility.

Effective January 2019, front door security screening is in place and fully operational. Since its inception, numerous weapons have been excluded from the Griffith Building. DePaul Security (the same security company as used in the Beaverton Building) is providing security and screening services. Monthly tallies showing the number of people who entered the building as well as a detailed breakdown of contraband is supplied to BMC on a monthly basis.

Continued Improvements:

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

BMC strives to advance in process improvement, employee engagement, and service to the public. Expect to see continued growth and improvement in 2020 and beyond.

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

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

**Program Goals:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	16.80	18.00	23.00	23.00	0.00
PERSONNEL SERVICES	\$1,719,821	\$1,942,333	\$2,243,731	\$2,547,622	\$0
MATERIALS & SERVICES	707,960	846,685	850,083	896,370	0
CAPITAL OUTLAY	0	4,972	158,363	40,000	0
TRANSFERS	107,712	110,082	256,865	266,751	0
<b>TOTAL</b>	<b>\$2,535,493</b>	<b>\$2,904,072</b>	<b>\$3,509,042</b>	<b>\$3,750,743</b>	<b>\$0</b>

**Program Objectives (services provided):**

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

**PROGRESS ON FY 2019-20 ACTION PLAN:**

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

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

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

- Third-party vendor to handle all online payments (ePayIt Portal)
- Automatic notification of parties regarding hearings, payments, and other court ordered obligations

eCourt was successfully launched in August, 2019.

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

This program is on hold. The court is currently under contract with Alliance One as our collections provider. SB 79 as amended did *not* allow DOR to act as a full-scale collections agency for municipal courts. Going forward, the court will remain working with a private collections agency in regards to collection of past-due court fines/fees.

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

The plan to remodel Courtroom B was cancelled. When the accordion door within the courtroom is open, Courtroom B is the second largest meeting room in the city, and the court was dissuaded from removing the accordion wall in place of a permanent wall. Due to the impending remodel of the Griffith Building when BPD leaves, remodeling a courtroom that cannot be permanent is not a good use of city resources.

Effective January 2, 2019, DePaul Security is providing front door security screening for persons and bags entering the Griffith Building. There is only one entrance for members of the public, and they must go through screening. City employees are encouraged to use badge access entry points.

There is no plan to install lockers.

There has been no increase in the amount of courtroom security, though talks are underway in earnest to find a long-term solution, as courtroom security becomes an even greater risk once BPD moves to the new Justice Center.

<b>Workload Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018 - 19 Projected/Actual</b>	<b>FY 2019 - 2020 Budget/Revised</b>	<b>FY 2020 - 2021 Proposed</b>
<b>Cases Filed by Charge</b>				
Traffic Violations	9,125	9,000 / 9,756	9,300	
Photo Speed and Red Light	16,841	17,500 / 20,399	19,000	
Other Violations (PCS & MIP)	21	5 / 11	12	
<b>Subtotal:</b>	<b>25,987</b>	<b>26,505 / 30,166</b>	<b>28,312 / 42,928</b>	<b>40,000</b>
Traffic Crimes	499	400 / 527	580 / 0	
DUII	317	270 / 333	350 / 350	340
Other Misdemeanors	1,488	1,200 / 1,726	2,000 / 1,426	1400
<b>Subtotal:</b>	<b>2,304</b>	<b>1,870 / 2,586</b>	<b>2,580 / 1,776</b>	<b>1700</b>
Parking Citations	1,810	1,250 / 4,434	3,800 / 3,282	3000
Code Enforcement	44	30 / 35	18 / 18	18
<b>Subtotal:</b>	<b>1,854</b>	<b>1,280 / 4,469</b>	<b>3,818 / 3,300</b>	<b>3018</b>

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

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

<b>Grand Total:</b>	<b>30,145</b>	<b>29,655 / 37,221</b>	<b>29,655 / 48,004</b>	<b>44,718</b>
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Criminal Hearings by Charge	8,633	6,500 / 9,971	10,000 / 10,792	
Violation Hearings by Charge	7,896	5,800 / 10,038	10,000 / 31,220	
<b>Total</b>	<b>16,529</b>	<b>12,300 / 20,009</b>	<b>20,000 / 42,012</b>	

Trials Held Per FTE *	63	50 / 45	63 / 63	45
Other Hearings Held per FTE *	1,437	1,150 / 968	1,380 / 2,063	1750
Cases Filed per FTE *	2,871	2,470 / 2,326	2,191 / 2,667	2600
Warrants Issued per FTE *	113	90 / 79	90 / 22	40
Suspensions Issued per FTE *	702	563 / 264	Incomplete Data	5
Collection Letters Issued per FTE *	64	110 / 96	Incomplete Data	200
Cases sent to Collections per FTE *	70	120 / 113	Incomplete Data	200
Population Served per FTE *	9,238	8,014 / 6,062	6,128 / 5,459	4987.5
* Full-time equivalent is based on 14 FTE	10.5	16	18	20
Population Served	96,565	96,165 / 97,000	98,050 / 98.255	99,750

<b>Performance Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018 - 19 Projected/Actual</b>	<b>FY 2019 - 2020 Budget/Revised</b>	<b>FY 2020 - 2021 Proposed</b>
Percentage of Imposed Fines Collected to Fines Imposed	58%	48% / 67%	60% / 94%	90%
Percentage of Number of Cases Disposed Per Month to the Number of New Cases	107%	99% / 81%	107% / 79.5%	80
Average Number of Days - Arraignment to Trial(Misdemeanors)	173	140 / 204	185 / 197	180
Average Number of Days - Arraignment to Trial(Violations)	63	58 / 65	Incomplete Data	
Average Number of Days - Issue Date to Trial (Misdemeanors)	186	160 / 222	195 / 206	200
Average Number of Days - Issue Date to Trial (Violations)	92	84 / 93	92 / 105	100
Average Number of Days - Arraignment to Disposition (Misdemeanors)	70	52 / 59	80 / 42	50
Average Number of Days - Arraignment to Disposition (Violations)	26	25 / 23	32 / 9	20
Average Number of Days - Issue Date to Disposition (Misdemeanors)	75	52 / 60	80 / 58	70
Average Number of Days - Issue Date to Disposition (Violations)	27	25 / 31	32 / 44	35

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

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

The Court has collected 68.4% of all fines and fees imposed from FY 2011-2012 through December 31, 2019.

Annual Collection Rate the last 4 years:	2015	2016	2017	2018
	66.8%	64.6%	63.8%	59.6%
Annual Collection Rate the last 4 fiscal years:	2015-2016	2016-2017	2017-2018	2018 - 2019
	65.7%	63.8%	61.1%	67.0%

Ninety percent of all traffic violations are adjudicated or otherwise concluded within 60 days from the date of arraignment. <b>YES</b>	
all misdemeanors are adjudicated or otherwise concluded within 90 days from the day of arraignment <b>NO</b>	
For both traffic violations and misdemeanors, 98 percent are adjudicated within 180 days YES for Violation. NO for Misd	
and 100 percent within one year. <b>YES for Violation. NO for violation</b>	

**PERFORMANCE OUTCOMES AND PROGRAM TRENDS:**

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

At the conclusion of both criminal and traffic cases, the majority include some form of money judgment that the defendant is obligated to pay. Payment of financial obligations is tracked in WINCS and eCourt, and processes are in place to track defendants who fail to pay. The Court works with a collection agency (currently Alliance One) to assist in the overall collection process for delinquent fines/fees.

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

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

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

process with the implementation of our new case management system, and anticipates changing collections vendors during this fiscal year.

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

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

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

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

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

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

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

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

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

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

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	2.00	2.00	0.00
PERSONNEL SERVICES	\$94,455	\$65,091	\$197,055	\$211,833	\$0
MATERIALS & SERVICES	485	8,712	0	0	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$94,940</b>	<b>\$73,803</b>	<b>\$197,055</b>	<b>\$211,833</b>	<b>\$0</b>

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.60	1.00	0.00	0.00	0.00
PERSONNEL SERVICES	\$13,172	\$92,362	\$0	\$0	\$0
MATERIALS & SERVICES	40,769	168,308	0	0	0
CAPITAL OUTLAY					
TRANSFERS	1,013	996	0	0	0
<b>TOTAL</b>	<b>\$54,954</b>	<b>\$261,666</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Federal Bureau of Justice Administration Grant**

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	\$0	\$1,275	\$125,000	\$119,867	\$0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$0</b>	<b>\$1,275</b>	<b>\$125,000</b>	<b>\$119,867</b>	<b>\$0</b>

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

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

**B-SOBR PROGRAM:**

Launched in 2011, the Beaverton Sobriety Opportunity for Beginning Recovery (B-SOBR) program is an innovative drug court model that is aimed at helping high risk/high need, repeat DUII offenders to overcome their alcohol and drug addictions and to become better citizens of the community. The Program is ran in accordance with the Ten Key Components of DWI Courts, and the best practices of the National Association of Drug Court Professionals (NADCP).

We currently have a four-year grant for \$500,000, through the Bureau of Justice Assistance. This grant runs from Jan. 1, 2019 through Dec. 31, 2022. These grant funds are applied at a rate of \$125,000 per year. Current grant funds are utilized for drug screens, monthly Tri-Met passes, and SCRAM devices for all participants. Grant funds also pay for a mentor for female participants and for annual training costs for the B-SOBR team. The City of Beaverton is currently providing funding-in-kind for the B-SOBR Court Coordinator and B-SOBR Case Manager.

Historically, the B-SOBR program has been funded through grants provided by SAMHSA, Oregon Dept. of Transportation and the Oregon Criminal Justice Commission. Over the past year, those grant funds have gone away due to various reasons. This loss of funding has caused the B-SOBR program an inability to offer some services.

Currently there are 35 participants in the B-SOBR program. Twenty-five (71.4%) are male with an average age of 38 years. Ten (28.6%) are female with an average age of 41.5 years. The primary language of B-SOBR participants is English though there are six participants which speak Spanish as their primary language. 80% of participants are employed.

A participant could be in the program for up to five years though the average participant successfully completes the program in less than two years. Throughout the program participants are subject to increased supervision, multiple, randomly-scheduled drug screens weekly, alcohol and drug treatment, multiple peer support meetings weekly and frequent visits with B-SOBR Judge. Participants are asked to be employed or be engaged in school. They are required to pay their fines, though recently we have given participants the opportunity to ‘work off fines’ through providing community service.

The B-SOBR program has five phases through which participants advance. Upon successful completion of the different goals of each phase, a participant will advance to the next phase. Following best practices, each phase reduces the burden on a participant, as they are showing the ability to progress in a positive fashion and with less supervision. As a participant completes Phase 5, they would complete the program and participate in a B-SOBR graduation ceremony.

Since its’ inception, 131 individuals have successfully completed the program. Thirty-one individuals have been removed from the program for other reasons. As of February 28, 2020, the program has a 5 year DUII recidivism rate of less than 11.50%. This is dramatically lower than the national average of over 30% for individuals not having gone through a DUII court program.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 45 MUNICIPAL COURT

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

029 CASE MANAGER

	57,891	1.00	51,087	1.00	62,352	1.00	50,839	63,072	66,012	1.00	67,840	1.00		
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033 MUNICIPAL JUDGE

	169,183	1.00	157,406	1.00	162,517	1.00	126,849	161,920	164,828	1.00	164,828	1.00		
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034 ASSOCIATE JUDGE

	118,777	.80	128,159	1.00	176,383	2.00	158,328	112,420	270,698	2.00	270,698	2.00		
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097 PROGRAMMER ANALYST

	73,645	1.00	79,066	1.00	81,696	1.00	63,975	81,698	83,501	1.00	83,501	1.00		
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103 POLICE OFFICER

	13,744		6,490											
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222 SR COURT CLERK

	104,134	2.00	110,227	2.00	121,491	2.00	101,747	127,034	124,596	2.00	128,176	2.00		
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223 COURT CLERK

	335,641	9.00	419,084	10.00	565,151	13.00	348,097	485,736	617,135	13.00	618,873	13.00		
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241 COURT ADMINISTRATOR

	128,468	1.00	174,877	1.00	93,895	1.00	161,560	179,832	105,810	1.00	105,810	1.00		
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271 COURT OPERATIONS SUPERVISOR

	164,959	2.00	178,339	2.00	148,713	2.00	124,891	149,873	145,647	2.00	156,049	2.00		
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275 TEMPORARY EMPLOYEES

	14,262		2,274		15,000		12,174	11,867						
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281 DUII COURT COORDINATOR

		.60	55,550	1.00	69,193	1.00	54,219	68,526	73,048	1.00	73,552	1.00		
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289 JUDICIAL ASSISTANT

					45,939	1.00	25,286	36,916	60,717	1.00	61,139	1.00		
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299 PAYROLL TAXES AND FRINGES

	646,744		737,227		898,456		670,166	853,181	1,027,515		1,028,989			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	1,827,448	18.40	2,099,786	20.00	2,440,786	25.00	1,898,131	2,332,075	2,739,507	25.00	2,759,455	25.00		
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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

301	OFFICE EXPENSE													
	3,045		6,034		7,500		6,660	7,500	8,000		8,000			
303	OFFICE FURNITURE & EQUIPMENT													
	1,171		3,921		12,500		7,800	10,000	38,000		5,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
			8,761		32,000		32,000	32,000	35,875		35,875			
307	MEMBERSHIP FEES													
	3,428		1,787		4,625		1,317	1,317	3,650		3,650			
308	PERIODICALS & SUBSCRIPTIONS													
	3,610		5,146		4,525		3,617	4,500	5,500		5,500			
312	DEPOSIT SHORTAGE/OVERAGE													
	-296		-1				-114		100		100			
316	ADVERTISING, RECORDING & FILING													
	105													
317	COMPUTER EQUIPMENT													
			5,739		21,357		18,706	19,000	115,000					
318	COMPUTER SOFTWARE													
			12,813		3,000		337		7,000					
321	TRAVEL, TRAINING & SUBSISTENCE													
	35,912		31,648		37,215		9,368	24,821	38,824		33,824			
328	MEALS & RELATED EXPENSE													
	2,103		3,780		4,200		2,715	2,529	4,000		4,000			
330	MILEAGE REIMBURSEMENT													
					100				100					
341	COMMUNICATIONS EXPENSE													
	1,351		1,803		2,416		2,003	2,114	2,880		2,880			
342	DATA COMMUNICATION EXPENSE													
			441		660			500	660		660			
406	BANK SERVICE FEES													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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
	42,665		46,612		48,000		71,571	89,000	100,000		100,000			
452	B-SOBR PARTICIPANT DRUG SCREENS													
			92,760		46,935		65,234	46,935	49,000		49,000			
453	B-SOBR PARTICIPANT TREATMENT SVCS													
			23,009		5,000		5,000	5,000	5,008		5,008			
454	B-SOBR TREATMENT PROVIDERS													
			9,853		6,400			6,400						
455	B-SOBR PARTICIPANT ASSISTANCE													
			18,212		16,800		4,185	16,800	11,160		11,160			
461	SPECIAL EXPENSE													
	1,840		585											
484	JURY AND WITNESS FEES													
	6,153		4,293		5,000		610	2,500	5,000		5,000			
501	COURT APPOINTED ATTORNEY FEES													
	392,543		539,799		430,000		462,000	430,000	447,600		447,600			
502	COURT COLLECTION AGENCY FEES													
	141,001		112,390		130,000		50,000	100,000	130,000		130,000			
503	COURT INTERPRETER SVC EXPENSE													
	32,442		39,817		38,000		37,045	35,000	50,700		50,700			
511	PROFESSIONAL SERVICES													
	82,141		55,778		58,850		51,365	58,850	126,560		58,280			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
					60,000		60,000	60,000	60,000		60,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	749,214		1,024,980		975,083		891,419	954,766	1,244,617		1,016,237			

CLASS: 15 CAPITAL OUTLAY

675 COMPUTER SOFTWARE PACKAGES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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
			4,972		158,363		116,215	120,000	40,000		40,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
			4,972		158,363		116,215	120,000	40,000		40,000			
CLASS: 25 TRANSFERS														
816 TRSFERS TO REPROGRAPHICS FUND														
	47,887		47,448		54,497		24,064	54,497	48,197		48,197			
818 TRSFERS TO ISD-ALLOCATED														
	60,838		63,630		202,368		168,640	202,368	218,554		218,554			
TOTAL CLASS: 25 TRANSFERS														
	108,725		111,078		256,865		192,704	256,865	266,751		266,751			
TOTAL DEPARTMENT: 45 MUNICIPAL COURT														
	2,685,387	18.40	3,240,816	20.00	3,831,097	25.00	3,098,469	3,663,706	4,290,875	25.00	4,082,443	25.00		

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**MUNICIPAL COURT  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
29	CASE MANAGER	1.00	1.00					1.00
33	MUNICIPAL JUDGE	1.00	1.00					1.00
34	ASSOCIATE JUDGE	1.00	2.00					2.00
97	PROGRAMMER ANALYST	1.00	1.00					1.00
222	SR COURT CLERK	2.00	2.00					2.00
223	COURT CLERK	10.00	13.00					13.00
241	COURT ADMINISTRATOR	1.00	1.00					1.00
271	COURT OPERATIONS SUPERVISOR	2.00	2.00					2.00
281	DUII COURT COORDINATOR	1.00	1.00					1.00
289	JUDICIAL ASSISTANT	0.00	1.00					1.00
	<b>Total</b>	<b>20.00</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
29	CASE MANAGER	1.00					1.00
33	MUNICIPAL JUDGE	1.00					1.00
34	ASSOCIATE JUDGE	2.00					2.00
97	PROGRAMMER ANALYST	1.00					1.00
222	SR COURT CLERK	2.00					2.00
223	COURT CLERK	13.00					13.00
241	COURT ADMINISTRATOR	1.00					1.00
271	COURT OPERATIONS SUPERVISOR	2.00					2.00
281	DUII COURT COORDINATOR	1.00					1.00
289	JUDICIAL ASSISTANT	1.00					1.00
	<b>Total</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

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

033	MUNICIPAL JUDGE	169,183	1.00	157,406	1.00	162,517	1.00	161,920	164,828	1.00	164,828	1.00
034	ASSOCIATE JUDGE	118,777	.80	128,159	1.00	176,383	2.00	112,420	270,698	2.00	270,698	2.00
097	PROGRAMMER ANALYST	73,645	1.00	79,066	1.00	81,696	1.00	81,698	83,501	1.00	83,501	1.00
222	SR COURT CLERK	104,134	2.00	110,227	2.00	121,491	2.00	127,034	124,596	2.00	128,176	2.00
223	COURT CLERK	335,641	9.00	419,084	10.00	565,151	13.00	485,736	617,135	13.00	618,873	13.00
241	COURT ADMINISTRATOR	128,468	1.00	174,877	1.00	93,895	1.00	179,832	105,810	1.00	105,810	1.00
271	COURT OPERATIONS SUPERVISOR	164,959	2.00	178,339	2.00	148,713	2.00	149,873	145,647	2.00	156,049	2.00
275	TEMPORARY EMPLOYEES	14,262		2,274		15,000		11,867				
289	JUDICIAL ASSISTANT					45,939	1.00	36,916	60,717	1.00	61,139	1.00
299	PAYROLL TAXES AND FRINGES	610,752		692,901		832,946		789,295	957,271		958,548	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,719,821	16.80	1,942,333	18.00	2,243,731	23.00	2,136,591	2,530,203	23.00	2,547,622	23.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	2,876		5,608		7,500		7,500	8,000		8,000	
303	OFFICE FURNITURE & EQUIPMENT	1,171		3,921		12,500		10,000	38,000		5,000	
307	MEMBERSHIP FEES	2,943		1,307		4,625		1,317	3,650		3,650	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 033 MUNICIPAL JUDGE
  - 034 ASSOCIATE JUDGE  
 FY 2018-19 REFLECTS MID-YEAR INCREASE OF .20 FTE TO THE .80 FTE POSITION TO CREATE A FULL TIME POSITION VIA THE FIRST SUPPLEMENTAL BUDGET.  
 FY 2019-20 REFLECTS MID-YEAR ADDITION OF A 1 FTE ASSOCIATE JUDGE POSITION.
  - 097 PROGRAMMER ANALYST
  - 222 SR COURT CLERK  
 FY 2019-20 REFLECTS 120 HRS PTO CASH-IN.
  - 223 COURT CLERK  
 FY 18-19 REFLECTS A NEW 1 FTE COURT CLERK POSITION.  
 FY 19-20 REFLECTS MID-YEAR ADDING 3 FTE COURT CLERK POSITIONS FOR THE INTERSECTION PHOTO ENFORCEMENT PROGRAM.  
 FY 2019-20 REFLECTS 74 HRS PTO CASH-IN.
  - 241 COURT ADMINISTRATOR  
 FY 18-19 REFLECTS INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH THE REPLACEMENT TO ALLOW FOR A SMOOTH TRANSITION
  - 271 COURT OPERATIONS SUPERVISOR
  - 275 TEMPORARY EMPLOYEES
  - 289 JUDICIAL ASSISTANT  
 FY 2019-20 REFLECTS A NEW 1 FTE JUDICIAL ASSISTANT POSITION.
  - 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301 OFFICE EXPENSE  
 REGULAR OFFICE SUPPLIES/EXPENSES (PAPER, TONER, PENS, ETC.) APPROX. \$500/MONTH \$6,000  
 INCIDENTAL EXPENSES \$1,000  
 JUDGES ROBES AS NEEDED (APPROX. \$500 EACH) \$1,000
  - 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE FURNITURE INCIDENTALS AS NEEDED (CHAIRS, FLOOR MATS, ETC.) \$5,000
  - 307 MEMBERSHIP FEES  
 OACA (OREGON ASSOCIATION FOR COURT ADMINISTRATION) ANNUAL DUES -\$75 X 7 STAFF \$525  
 NADCP(NATIONAL ASSOCIATION FOR DRUG COURT PROFESSIONALS) ANNUAL DUES -\$60 X 10 STAFF \$600  
 OREGON STATE BAR DUES -\$600/YR X 3 JUDGES \$1,800  
 OMJA (OREGON MUNICIPAL JUDGES ASSOCIATION) ANNUAL DUES -\$125 X 3 JUDGES \$375  
 CADC (CERTIFIED ALCOHOL AND DRUG COUNCILOR) DUES -\$175 X 2 STAFF \$350

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT 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
308	PERIODICALS & SUBSCRIPTIONS												
	3,610		5,146		4,525		4,500	5,500		5,500			
312	DEPOSIT SHORTAGE/OVERAGE												
	-296		-1					100		100			
316	ADVERTISING, RECORDING & FILING												
	105												
317	COMPUTER EQUIPMENT												
			3,953		21,357		19,000	115,000					
318	COMPUTER SOFTWARE												
			313		3,000			7,000					
321	TRAVEL, TRAINING & SUBSISTENCE												
	16,520		22,936		19,350		6,956	20,000		15,000			
328	MEALS & RELATED EXPENSE												
	803		3,780		4,200		2,529	4,000		4,000			
330	MILEAGE REIMBURSEMENT												
					100			100					
341	COMMUNICATIONS EXPENSE												
	1,351		1,803		2,416		2,114	2,880		2,880			
342	DATA COMMUNICATION EXPENSE												
			441		660		500	660		660			
406	BANK SERVICE FEES												
	42,665		46,612		48,000		89,000	100,000		100,000			
484	JURY AND WITNESS FEES												
	6,153		4,293		5,000		2,500	5,000		5,000			
501	COURT APPOINTED ATTORNEY FEES												
	392,543		539,799		430,000		430,000	447,600		447,600			
502	COURT COLLECTION AGENCY FEES												
	141,001		112,390		130,000		100,000	130,000		130,000			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
308	PERIODICALS & SUBSCRIPTIONS	B-SOBR SOBRIETY BOOKS FOR GRADUATION \$300 B-SOBR AA (ALCOHOLICS ANONYMOUS) BOOKS \$300 B-SOBR CHANGE COMPANY BOOKS \$1,400 LEGAL RESEARCH ONLINE - THOMSON REUTERS WESTLAW \$3,000 INCIDENTAL EXPENSES \$500
312	DEPOSIT SHORTAGE/OVERAGE	CONTINGENCY \$100
316	ADVERTISING, RECORDING & FILING	NO APPROPRIATION REQUESTED
317	COMPUTER EQUIPMENT	NO APPROPRIATION
318	COMPUTER SOFTWARE	NO APPROPRIATION
321	TRAVEL, TRAINING & SUBSISTENCE	OMJA (OREGON MUNICIPAL JUDGES ASSOCIATION) CONFERENCE 2/YR X 5 STAFF/JUDGES \$5,000 OACA (OREGON ASSOCIATION FOR COURT ADMINISTRATION) CONFERENCE 2/YR X 7 STAFF \$5,000 VARIOUS TRAVEL, TRAINING, RECERTIFICATION, AND INCIDENTALS \$5,000
328	MEALS & RELATED EXPENSE	B-SOBR INCENTIVE AND GRADUATION EVENTS (\$750 X 2 PER YEAR) \$1,500 LUNCH MEETING - JUSTICE COORDINATING COMMITTEE (JCC) \$200 X 4 PER YEAR \$800 LUNCH MEETING - COURT APPOINTED ATTORNEY (CAA) \$150 X 4 PER YEAR \$600 B-SOBR QUARTERLY MEETINGS (\$100 X 4 PER YEAR) \$400 ASSORTED LUNCH MEETINGS, EMPLOYEE MORALE, INCIDENTAL EXPENSES \$700
330	MILEAGE REIMBURSEMENT	NO APPROPRIATION
341	COMMUNICATIONS EXPENSE	CELL PHONE AND RELATED EXPENSES - COURT ADMINISTRATOR (\$40/MONTH) \$480 CELL PHONE AND RELATED EXPENSES - ASSOCIATE JUDGE X2 (\$80/MONTH) \$960 CELL PHONE AND RELATED EXPENSES - PRESIDING JUDGE (\$40/MONTH) \$480 CELL PHONE AND RELATED EXPENSES - DUII COURT COORDINATOR (\$40/MONTH) \$480 CELL PHONE AND RELATED EXPENSES - CASE MANAGER (\$40/MONTH) \$480
342	DATA COMMUNICATION EXPENSE	DATA PLAN FOR IPAD FOR THE DUII BLOOD WARRANTS @ \$55 PER MONTH \$660
406	BANK SERVICE FEES	TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$100,000
484	JURY AND WITNESS FEES	PAYMENT FOR JUROR SERVICE, MILEAGE, AND MEALS; AND COURT WITNESS FEES; JURY POOL LISTS. \$5,000
501	COURT APPOINTED ATTORNEY FEES	ATTORNEY ELVIA AGUILAR (APPROX. \$6000/MO) \$72,000 ATTORNEY SARAH KRICK (APPROX. \$5700/MO) \$68,400 ATTORNEY MAX WALL (APPROX. \$7200/MO) B-SOBR \$86,400 ATTORNEY MICHAEL TOOLEY (APPROX. \$2600/MO) \$30,000 ATTORNEY ERIC NICHOLSON (APPROX. \$6000/MO) \$72,000 ATTORNEY ADAM LEBRUN (APPROX. \$4700/MO) \$56,400 ATTORNEY SUSAN DENHAM (APPROX. \$5200/MO) \$62,400
502	COURT COLLECTION AGENCY FEES	COLLECTION AGENCY SERVICES \$130,000

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT 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
503	COURT INTERPRETER SVC EXPENSE												
	32,442		39,817		38,000		35,000	50,700		50,700			
511	PROFESSIONAL SERVICES												
	64,073		54,567		58,850		58,850	126,560		58,280			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
					60,000		60,000	60,000		60,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	707,960		846,685		850,083		829,766	1,124,750		896,370			
CLASS: 15 CAPITAL OUTLAY													
675	COMPUTER SOFTWARE PACKAGES												
			4,972		158,363		120,000	40,000		40,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
			4,972		158,363		120,000	40,000		40,000			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	46,874		46,452		54,497		54,497	48,197		48,197			
818	TRSFERS TO ISD-ALLOCATED												
	60,838		63,630		202,368		202,368	218,554		218,554			
TOTAL CLASS: 25 TRANSFERS													
	107,712		110,082		256,865		256,865	266,751		266,751			
TOTAL PROGRAM: 0571 MUNICIPAL COURT SERVICES													
	2,535,493	16.80	2,904,072	18.00	3,509,042	23.00	3,343,222	3,961,704	23.00	3,750,743	23.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 503 COURT INTERPRETER SVC EXPENSE
  - B-SOBR INTERPRETER - AURELIO ABARCA FLORES\$5,400
  - B-SOBR INTERPRETER - VICTOR CERDA \$6,300
  - ALL COURT PROCEEDINGS SPANISH INTERPRETER - LISSETTE RIVAS\$24,000
  - LANGUAGE LINE - TELEPHONIC INTERPRETER SERVICES \$4,200
  - PASSPORT TO LANGUAGES - IN-PERSON INTERPRETER SERVICES\$10,800
- 511 PROFESSIONAL SERVICES
  - B-SOBR TREATMENT PROVIDER \$10,000
  - JUDGE PRO TEM - CARTER \$8,280
  - JUDGE PRO TEM - SUMMER \$10,000
  - JUDGE PRO TEM - TODD \$10,000
  - INVESTIGATIVE SERVICES \$12,000
  - INCIDENTAL EXPENSES (PSYCH EVALS, EXPERT WITNESSES, ETC.)\$5,000
  - RELAY RESOURCES (SHREDDING SERVICES)\$3,000
- 525 PMTS TO OTHER GOVERNMENT AGENCIES
  - 1/2 COST SHARE OF A MENTAL HEALTH LIASON THROUGH WASHINGTON COUNTY\$120K ANNUAL \$60,000
  - BEAVERTON PORTION

- 675 COMPUTER SOFTWARE PACKAGES
  - ECOURT POST-GO-LIVE ENHANCEMENTS \$40,000

- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$48,197
- 818 TRSFERS TO ISD-ALLOCATED
  - ALLOCATION OF BUSINESS ANALYST PROGRAMMER POSITION IN SUPPORT OF THE NEW COURT SOFTWARE SYSTEM IMPLEMENTATION \$218,554

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

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

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

029	CASE MANAGER												
	51,478	1.00	51,087	1.00	62,352	1.00	63,072	66,012	1.00	67,840	1.00		
103	POLICE OFFICER												
	11,689												
281	DUUI COURT COORDINATOR												
					69,193	1.00	68,526	73,048	1.00	73,552	1.00		
299	PAYROLL TAXES AND FRINGES												
	31,288		14,004		65,510		63,886	70,244		70,441			

TOTAL CLASS: 05 PERSONNEL SERVICES

	94,455	1.00	65,091	1.00	197,055	2.00	195,484	209,304	2.00	211,833	2.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	485												
321	TRAVEL, TRAINING & SUBSISTENCE												
			8,712										

TOTAL CLASS: 10 MATERIALS & SERVICES

	485		8,712										
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TOTAL PROGRAM: 0573 FED DUUI COURT ODOT GRANT

	94,940	1.00	73,803	1.00	197,055	2.00	195,484	209,304	2.00	211,833	2.00		
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

029 CASE MANAGER  
 THIS PROGRAM IS FUNDED BY A FEDERAL GRANT THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION. (FUNDED THROUGH 09/30/16 1ST QUARTER OF FY 16-17)

103 POLICE OFFICER

281 DUII COURT COORDINATOR  
 FY 2019-20 REFLECTS THE DUII COURT COORDINATOR POSITION TRANSFERRING FROM PROGRAM 0574 TO 0573.

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

307 MEMBERSHIP FEES  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 NO APPROPRIATION REQUESTED - THIS WILL COME FROM COURT MAIN BUDGET.

**BP WORKSHEET & JUSTIFICATION**

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

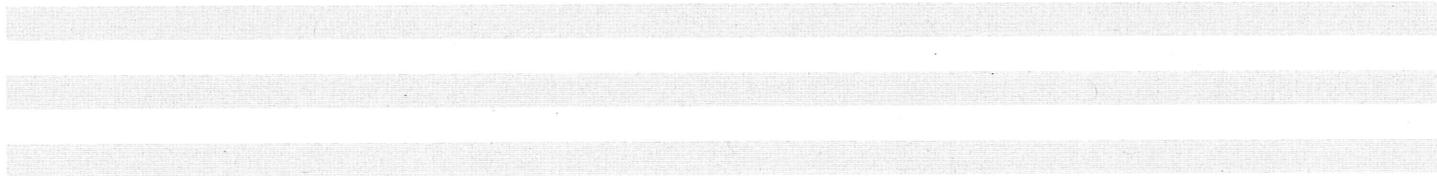
OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES													
304	DEPARTMENT EQUIPMENT EXPENSE					32,000		32,000	35,875		35,875		
321	TRAVEL, TRAINING & SUBSISTENCE					17,865		17,865	18,824		18,824		
452	B-SOBR PARTICIPANT DRUG SCREENS					46,935		46,935	49,000		49,000		
453	B-SOBR PARTICIPANT TREATMENT SVCS			1,275		5,000		5,000	5,008		5,008		
454	B-SOBR TREATMENT PROVIDERS					6,400		6,400					
455	B-SOBR PARTICIPANT ASSISTANCE					16,800		16,800	11,160		11,160		
TOTAL CLASS: 10 MATERIALS & SERVICES													
		1,275			125,000		125,000	119,867		119,867			
TOTAL PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT													
		1,275			125,000		125,000	119,867		119,867			
TOTAL DEPARTMENT: 45 MUNICIPAL COURT													
	2,685,387	18.40	3,240,816	20.00	3,831,097	25.00	3,663,706	4,290,875	25.00	4,082,443	25.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 304 DEPARTMENT EQUIPMENT EXPENSE  
MOBILE MONITORING EQUIPMENT (SCRAM) - VIGILNET \$35,875
- 321 TRAVEL, TRAINING & SUBSISTENCE  
2020 NADCP CONFERENCE EXPENSES (TRAVEL, HOTEL, ETC.) \$14,624  
2020 NADCP CONFERENCE REGISTRATION \$4,200
- 452 B-SOBR PARTICIPANT DRUG SCREENS  
DRUG SCREENING THROUGH SOLUTIONS GROUP \$49,000
- 453 B-SOBR PARTICIPANT TREATMENT SVCS  
PEER MENTOR SERVICES - LOIS BENNETT \$5,008
- 454 B-SOBR TREATMENT PROVIDERS  
NO APPRIATION REQUESTED
- 455 B-SOBR PARTICIPANT ASSISTANCE  
TRI-MET PASSES FOR PARTICIPANTS \$11,160



**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
001-45	MUNICIPAL COURT											
001-45-0571-05-033	MUNICIPAL JUDGE	1.00	2,096			158,920			3,000	161,920	47,471	209,391
001-45-0571-05-034	ASSOCIATE JUDGE	2.00	1,779			112,420				112,420	65,116	177,536
001-45-0571-05-097	PROGRAMMER ANALYST	1.00	2,096			81,698				81,698	56,451	138,149
001-45-0571-05-222	SR COURT CLERK	2.00	4,319	75		123,866	3,168			127,034	96,920	223,954
001-45-0571-05-223	COURT CLERK	13.00	22,544	44		482,842	1,394		1,500	485,736	329,853	815,589
001-45-0571-05-241	COURT ADMINISTRATOR	1.00	3,672			179,832				179,832	79,426	259,258
001-45-0571-05-271	COURT OPERATIONS SUPERVISOR	2.00	4,192	206		139,330	10,543			149,873	95,811	245,684
001-45-0571-05-275	TEMPORARY EMPLOYEES		592	21		11,289	578			11,867	1,481	13,348
001-45-0571-05-289	JUDICIAL ASSISTANT	1.00	1,336	7		36,649	267			36,916	16,766	53,682
	MUNICIPAL COURT SERVICES	23.00	42,626	353		1,326,846	15,950		4,500	1,347,296	789,295	2,136,591
1075 001-45-0573-05-029	CASE MANAGER	1.00	2,096	38		61,512	1,560			63,072	28,461	91,533
001-45-0573-05-281	DUII COURT COORDINATOR	1.00	2,096	10		68,061	465			68,526	35,425	103,951
	FED DUII COURT ODOT GRANT	2.00	4,192	48		129,573	2,025			131,598	63,886	195,484
	**** DEPARTMENT TOTAL ****	25.00	46,818	401		1,456,419	17,975		4,500	1,478,894	853,181	2,332,075

**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
001-45	MUNICIPAL COURT											
001-45-0571-05-033	MUNICIPAL JUDGE	1.00	2,088			162,428			2,400	164,828	49,422	214,250
001-45-0571-05-034	ASSOCIATE JUDGE	2.00	4,176			270,698				270,698	148,021	418,719
001-45-0571-05-097	PROGRAMMER ANALYST	1.00	2,088			83,501				83,501	58,383	141,884
001-45-0571-05-222	SR COURT CLERK	2.00	4,176	80		124,596	3,580			128,176	100,843	229,019
001-45-0571-05-223	COURT CLERK	13.00	27,144	50		614,735	1,738		2,400	618,873	418,333	1,037,206
001-45-0571-05-241	COURT ADMINISTRATOR	1.00	2,088			105,810				105,810	61,282	167,092
001-45-0571-05-271	COURT OPERATIONS SUPERVISOR	2.00	4,176	200		145,647	10,402			156,049	93,560	249,609
001-45-0571-05-289	JUDICIAL ASSISTANT	1.00	2,088	10		60,717	422			61,139	28,704	89,843
	MUNICIPAL COURT SERVICES	23.00	48,024	340		1,568,132	16,142		4,800	1,589,074	958,548	2,547,622
001-45-0573-05-029	CASE MANAGER	1.00	2,088	40		66,012	1,828			67,840	30,557	98,397
001-45-0573-05-281	DUII COURT COORDINATOR	1.00	2,088	10		73,048	504			73,552	39,884	113,436
	FED DUII COURT ODOT GRANT	2.00	4,176	50		139,060	2,332			141,392	70,441	211,833
	**** DEPARTMENT TOTAL ****	25.00	52,200	390		1,707,192	18,474		4,800	1,730,466	1,028,989	2,759,455

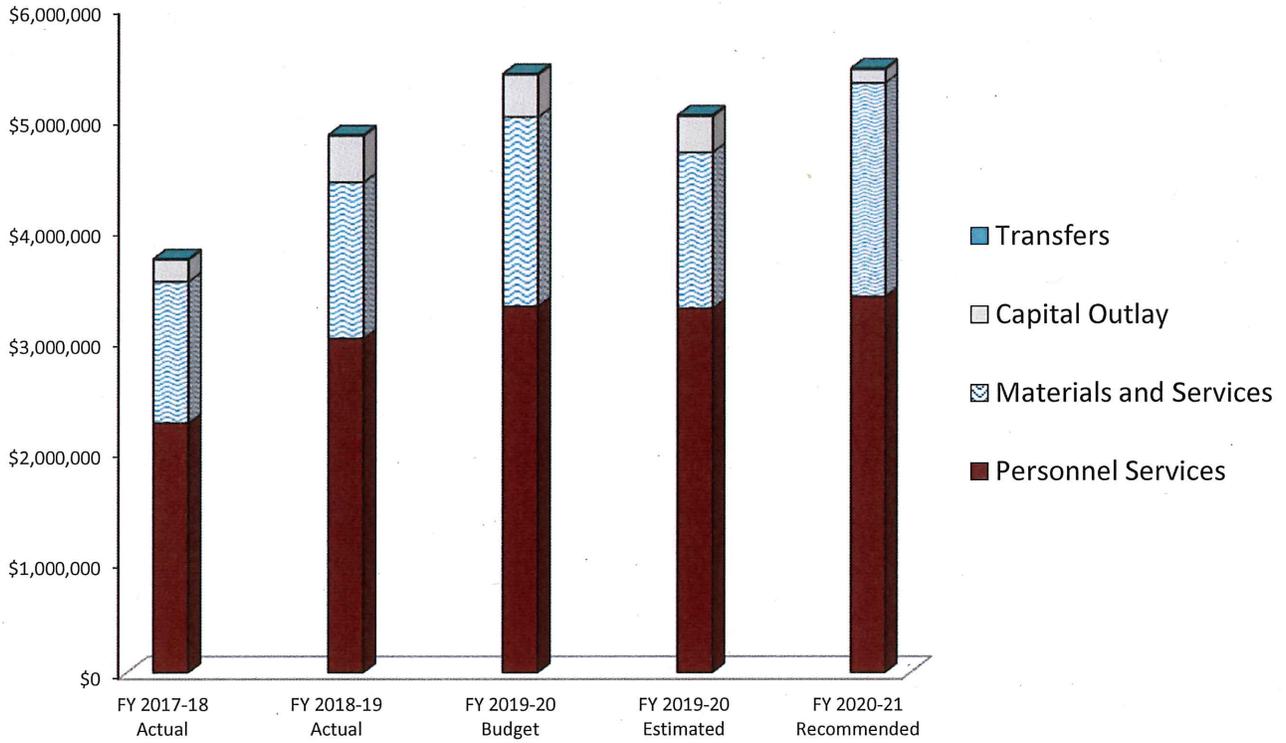
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# INFORMATION SYSTEMS FUND

## 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:		Information Systems					% Change
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	Budgeted Vs. Recommended	
Personnel Services	\$2,247,303	\$3,011,230	\$3,301,958	\$3,282,744	\$3,389,684	2.66%	
Materials and Services	1,277,533	1,409,723	1,709,148	1,407,867	1,927,624	12.78%	
Capital Outlay	198,075	418,378	379,744	325,000	121,621	-67.97%	
Transfers	8,112	10,315	12,134	12,134	11,765	-3.04%	
<b>SUB-TOTAL</b>	<b>\$3,731,023</b>	<b>\$4,849,646</b>	<b>\$5,402,984</b>	<b>\$5,027,745</b>	<b>\$5,450,694</b>		
Contingency			114,056		99,997		
Contingency - Equip.			60,000		60,000		
<b>TOTAL</b>	<b>\$3,731,023</b>	<b>\$4,849,646</b>	<b>\$5,577,040</b>	<b>\$5,027,745</b>	<b>\$5,610,691</b>		
<b>FTE's</b>	<b>18.50</b>	<b>23.50</b>	<b>24.00</b>		<b>24.00</b>		

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

**Personnel services:**

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

**Materials and services:**

FY 2020-21 reflects in increase for Netmotion software for \$30K that happens every 3 years, specific technical trainings \$14K and increase maintenance contracts for city purchased software \$130K

**Capital outlay:**

FY 2020-21 reflects a reduction in known MACC grant funding at this time. Additional applications for MACC funding are currently outstanding.

**Transfers:**

No Significant Change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	21.00	21.00	24.00	24.00	0.00
PERSONNEL SERVICES	\$2,532,804	\$2,654,892	\$3,301,958	\$3,389,684	\$0
MATERIALS & SERVICES	1,260,445	1,372,268	1,709,148	1,927,624	0
CAPITAL OUTLAY	198,075	418,378	379,744	121,621	0
TRANSFERS	97,500	74,331	12,134	11,765	0
CONTINGENCY	0	0	114,056	99,997	0
RESERVE	0	0	60,000	60,000	0
<b>TOTAL</b>	<b>\$4,088,824</b>	<b>\$4,519,869</b>	<b>\$5,577,040</b>	<b>\$5,610,691</b>	<b>\$0</b>

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$507,828	\$478,305	\$492,056	\$620,832	\$0
Intergovernmental Revenue	261,249	308,218	159,160	0	0
Miscellaneous Revenues	21,539	21,001	15,500	9,000	0
Transfers from Other Funds	4,143,921	4,598,195	4,910,324	4,980,859	0

**Department Services and Trends:**

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

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

Programs within this fund include:

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

**Program Goal:**

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

REQUIREMENTS	FY 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	5.00	0.00
PERSONNEL SERVICES	\$617,191	\$648,797	\$684,851	\$714,279	\$0
MATERIALS & SERVICES	18,628	83,197	77,734	88,134	0
TRANSFERS	89,388	66,019	2,202	1,742	0
CONTINGENCY					
<b>TOTAL</b>	<b>\$725,207</b>	<b>\$798,013</b>	<b>\$764,787</b>	<b>\$804,155</b>	<b>\$0</b>

**Program Objectives:**

- To provide geospatial data development, integration, and analysis services in support of all City functions.
- To provide online access to view, analyze, and print geospatial data to support daily tasks.
- To provide access to accurate, current GIS data to assist field personnel and improve data collection efforts.
- To provide and support the asset management tool for the City to manage public assets efficiently.
- To provide applications to meet identified City need for geospatially referenced and integrated information.
- To maintain and manage the authoritative spatial data inventory for the City.
- To coordinate development and integration of the City’s geospatially referenced data with other data sets within the City and with other jurisdictions.
- This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with, branding, analytical, addressing and asset management tools including:
  - Community Visions Action #3: Create a “Welcome to Beaverton” information packet
  - Community Visions Action #13: Use art, murals and landscaping to beautify Beaverton
  - Community Visions Action #23: Increase public involvement in emergency planning
  - Community Visions Action #45: Continue proactive street maintenance and repair
  - Community Visions Action #48: Install safe sidewalks and pedestrian lighting citywide
  - Community Visions Action #51: Install or improve crosswalks citywide
  - Community Visions Action #52: Use signals and traffic-calming to improve safety
  - Community Visions Action #53: Install bikeway along major highway routes
  - Community Visions Action #55: Produce updated bike route maps
  - Community Visions Action #58: Provide amenities at transit stations
  - Community Visions Action #63: Add benches, restrooms, bike racks and fountains
  - Community Visions Action #66: Implement parking management strategies
  - Community Visions Action #73: Expand public art and promote murals and sidewalk art
  - Community Visions Action #77: Adopt a tree preservation and education plan
  - Community Visions Action #88: Connect parks and green spaces with trails/bike routes
  - Community Visions Action #92: Assemble real estate to support economic growth
  - Community Visions Action #99: Improve pedestrian connection in neighborhoods

**Progress on FY 2019-20 Action Plan:**

- Improve performance on all GIS map services and monitor server activities – Complete
- Redesign GIS Server Architecture for both internal and external servers – Complete
- Create 3D Layers for Landuse, Zoning, Basemap, and utility layer – In progress

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

- Develop and create public facing online map app for Utility – Complete
- Implement Open Data for the public to use the City information – Complete
- Develop and create apps and data for emergency management – Complete
- Create impervious surface and tree canopy from LiDAR data – Complete
- Integrate with permit system to display permit information on a map app – On hold

**FY 2020-21 Action Plan:**

- Create interactive Census data app
- Develop operational dashboard using dynamic City data
- Create an interactive app for tree canopy from 2019 aerial photo and LiDAR
- Upgrade all ArcGIS products to the latest version
- Create digital file requirement document to update utility layers efficiently from the engineering drawings
- Implement dynamic location tracker for operation field crews and emergency staff
- Provide appropriate tools for the outreach programs

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Proposed
<b>Demand Measure:</b>				
# of GIS service requests processed	307	372	300 / 312	310
# of AMS requests processed Asset management system	898	638	510 / 734	750
<b>Efficiency Measure:</b>				
% of “up-time” based on a 10hr service day (7:30 am-5:30 pm) x 5 days x 52 weeks	99.7%	99.7%	99.6% / 99.7%	99.6%
Customer Satisfaction Survey (1 very poor – 5 excellent)	4.97	4.90	4.97 / 4.99	4.98
<b>Effectiveness Measure:</b>				
Average Staff time for service requests (#days)	3.82	4.58	3.5 / 3.05	3.5
Percent of requests completed by due date	99.9%	99.9%	99.9% / 99.9%	99.9%

**Performance Outcomes and Program Trends:**

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

As an internal support division, the GIS division will support the ‘Diversity, Equity, and Inclusion Plan’ by providing any geographic services to our internal and external customers in an equitable fashion and we will strive to support the Diversity, Equity, and Inclusion Plans of our fellow city divisions.

As the GIS of the City has matured, the demand for information from GIS has steadily increased. Internal customers want to have access to various sources of the city data at any time and see the data trends with various analyses. We will continue to provide interactive tools such as an operational dashboard displaying analyzed data from multiple city database in order to assist data driven decision easy information access.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

**Program Goal:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	9.00	9.00	9.00	11.00	0.00
PERSONNEL SERVICES	\$1,226,900	\$1,287,208	\$1,378,695	\$1,654,087	\$0
MATERIALS & SERVICES	11,852	18,557	42,840	33,660	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$1,238,752</b>	<b>\$1,305,765</b>	<b>\$1,421,535</b>	<b>\$1,687,747</b>	<b>\$0</b>

**Program Objective (services provided):**

**Application Maintenance:**

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

**Application Development:**

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

**Develop Database:**

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

**Administration:**

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

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

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

**Progress on FY 2019-20 Action Plan:**

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
<b>Demand Measures:</b>				
Work hours spent on application enhancements (including error fixes)	3,235	5,000	3,000 / 4,600	3,700
Work hours spent on new in-house applications	3,618	2,000	3,600 / 2,200	3,000
Work hours on off-the-shelf applications	4,476	4,500	4,500 / 4,500	4,700
Work hours on development of Citywide Information Plans	150	150	150 / 150	150
Work hours on development of Departmental Information Plans	150	150	150 / 150	150
Work Hours - Technical Projects	415	130	550 / 540	400
Work Hours - Help Desk Support (HP)	556	670	650 / 460	500
Work Hours – Police Services	1,800	1,800	1,800 / 1,800	1,800
Work Hours – Public Works Services (New)			1,800 / 1,800	1,800
<b>Effectiveness Measures:</b>				
Departmental grading on all work (5 is the highest grading)	4.4	4.2	4.4 / 4.2	4.2
Quarterly rating from operating departments	Good to Excellent	Good to Excellent	Good to Excellent	Good to Excellent

**FY 2020-21 Action Plan:**

- Implementation of Utility Billing software upgrade
- Budget Software decoupling from HR/Payroll system
- Payroll system upgrade and replacement planning
- Assist CDD in Implementing Permitting System (CP2)
- Assist BPD and City Attorney in selection and implementation of Public Records Management Solution (CP2/CP4.5)
- Launch Code Enforcement and Citizen Crime Reporting for BPD (CP4.5)

**Performance Outcomes and Program Trends:**

The City's technology strategy is now based on Microsoft Windows 16/19 server operating system with Microsoft Windows 10 client operating systems utilizing Microsoft SQL16/17 database engine. We continue to migrate our legacy systems over to Microsoft's new platforms and have standardized on the Windows 10 client operating system. ISD will continue to move to Office 365 hybrid cloud to supplement our computing resources and leverage operational efficiencies.

The State of Oregon has certified specific public cloud vendors for criminal justice information system (CJIS) operations and as such ISD has begun leveraging cloud services to secure our architecture outside of the traditional network. ISD is focusing on specific projects using cloud services that will allow the organization to assess the impacts of cloud services with regards to records law, staff efficiencies, financial impacts, and security constraints. We hope to leverage database cloud solutions in the future to reduce staff pressures for continuously patching and updating on premise database infrastructure. This long-term transition should help free up a portion of staff time to focus on other in demand maintenance tasks.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

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

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

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

**Program Goal:**

To provide operating support, service support, operating documentation, data safeguards, and to direct our energies toward a partnership in information processing with the operating departments. To provide a financial reserve program for the normal unforeseen needs, to accumulate the equipment depreciation funds, and to accumulate projected capital reserves in compliance with the Information Systems Plan. *(Council Priorities: In general as an Internal Service Fund, ISD supports all other departments support of Council Priorities. Specifically Council Priorities: Implement Climate Action Plan and Develop of five year plan for the Municipal Court)*

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	7.00	7.00	7.00	8.00	0.00
PERSONNEL SERVICES	\$688,713	\$718,887	\$800,280	\$1,021,318	\$0
MATERIALS & SERVICES	835,020	907,828	1,095,590	1,249,740	0
CAPITAL OUTLAY	198,075	409,886	369,744	111,621	0
TRANSFERS	8,112	8,312	9,932	10,023	0
CONTINGENCY	0	0	114,056	99,997	0
RESERVE	0	0	60,000	60,000	0
<b>TOTAL</b>	<b>\$1,729,920</b>	<b>\$2,044,913</b>	<b>\$2,449,602</b>	<b>\$2,552,699</b>	<b>\$0</b>

**Program Objective (services provided):**

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

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

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

**Operational Services:**

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

**Progress on FY 2019-20 Action Plan:**

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

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

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

**FY 2020-21 Action Plan:**

- Continued replacement of City Phone System
- Public Works WiFi build out (CP2)
- BPD Office 365 rollout
- Microsoft Azure VPN
- Azure Storage Server (Sewer Video)
- Netmotion expansion (BPD smart phones)
- Apache Guacamole pilot for remote application access

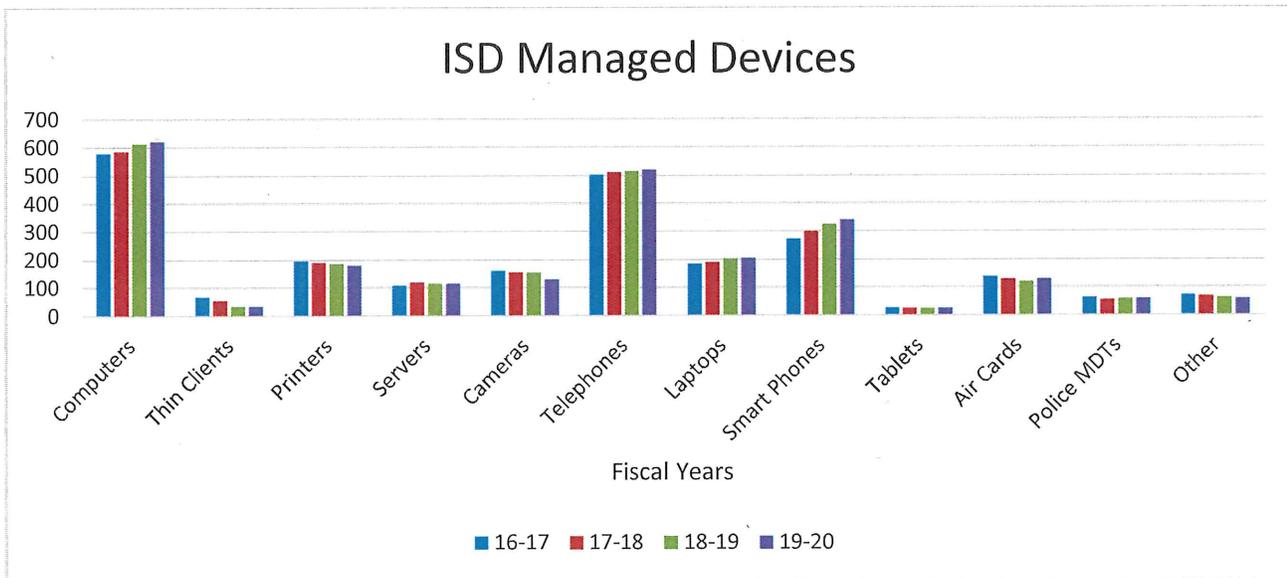
<b>Performance Measures:</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted/Revised</b>	<b>Proposed</b>
<b>Demand Measures:</b>				
Number of support requests (help desk requests)	7,116	7,206	7,400 / 7,662	7,600
Number of help desk support calls	1,471	2,255	2,200 / 2,500	2,000
Number of PC Devices	585	618	620 / 629	635
Number of Thin Client Devices	55	30	35 / 12	12
Number of Printing Devices	190	185	180 / 184	175
Number of Servers (physical and virtual)	119	112	115 / 97	97
Number of Digital and Video Cameras	155	144	130 / 129	129
Number of Telephones	510	514	520 / 538	540
Number of Scanners	51	48	45 / 49	50
Number of Fax Machines	18	15	15 / 17	17
Number of Laptop PC's	190	202	205 / 225	240
Number of Smart Phone Devices	300	325	340 / 360	370
Number of Tablet Devices	25	24	25 / 34	40
Number of Air Card Devices	130	120	130 / 140	150
Number of Police MDTs	<u>55</u>	<u>58</u>	<u>60 / 68</u>	<u>70</u>
Total Devices	2,383	2,395	2,420 / 2,482	2,525
<b>Workload Measures:</b>				
Service hours dedicated	160	200	200 / 200	200
Support hours dedicated	6,476	7,200	6,500 / 7,000	6,600
Technical Projects	4,164	3,400	4,100 / 3,600	4,000
<b>Effectiveness Measures</b>				
Average response time to Priority 1 calls	Immediate	Immediate	Immediate	Immediate
Average response time to Priority 2 calls	1 hour	1 hour	1 hour	1 hour
Average response time to Priority 3 calls	2 days	2 days	2 days	2 days
Average response time to Priority 4 calls	5 days	5 days	5 days	5 days
Average grade on all work (5 is top score)	4.4	4.3	4.4 / 4.4	4.4

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

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

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

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



**Performance Outcomes and Program Trends:**

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

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

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

**Program Goal:**

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$394,945	\$362,686	\$435,290	\$556,090	\$0
CAPITAL OUTLAY	0	8,492	10,000	10,000	0
TRANSFERS					
<b>TOTAL</b>	<b>\$394,945</b>	<b>\$371,178</b>	<b>\$445,290</b>	<b>\$566,090</b>	<b>\$0</b>

**Program Objective (services provided):**

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

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

**Performance Outcomes and Program Trends:**

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

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

OBJ	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

	-431,147		-414,289		-492,056		-492,056	-492,056	-577,084		-620,832			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-431,147		-414,289		-492,056		-492,056	-492,056	-577,084		-620,832			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

	-261,249		-308,218		-159,160		-230,697	-230,697						
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-261,249		-308,218		-159,160		-230,697	-230,697						
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

	-434													
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384 INVESTMENT INTEREST EARNINGS

	-9,271		-15,275		-15,500		-12,615	-15,500	-12,900		-9,000			
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389 MISCELLANEOUS REVENUES

			-320											
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399 REIMBURSEMENTS - OTHER

	-5,024		-1,700											
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

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

	-18,774		-21,001		-15,500		-12,615	-15,500	-12,900		-9,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406 TRSFERS FR GENERAL FUND - GIS PRGM

			-314,830		-311,479		-259,566	-311,479	-327,337		-328,899			
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407 TRSFERS FR STREET FUND - GIS PRGM

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND DEPT: 03 REVENUE

OBJ	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
			-16,469		-16,297		-13,581	-16,297	-17,127		-17,209			
408	TRSFERS FR WATER FUND - GIS PRGM													
			-179,079		-177,216		-147,680	-177,216	-186,238		-187,127			
409	TRSFERS FR SEWER FUND - GIS PRGM													
			-105,662		-104,563		-87,136	-104,563	-109,886		-110,410			
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM													
			-153,606		-152,008		-126,673	-152,008	-159,747		-160,509			
411	TRSFERS FROM GENERAL FUND													
	-2,102,596		-2,338,927		-2,560,774		-2,133,978	-2,560,774	-2,354,379		-2,570,723			
412	TRSFERS FROM STREET FUND													
	-80,443		-90,874		-108,466		-90,388	-108,466	-103,193		-105,890			
419	TRSFERS FROM WATER FUND													
	-232,089		-275,734		-329,957		-274,964	-329,957	-316,718		-324,000			
421	TRSFERS FROM SEWER FUND													
	-184,126		-217,016		-256,500		-213,750	-256,500	-245,610		-251,180			
424	TRSFERS FROM REPROGRAPHICS FUND													
	-31,123		-34,839		-36,625		-30,521	-36,625	-34,508		-35,591			
425	TRSFERS FROM GARAGE FUND													
	-45,699		-51,944		-56,495		-47,079	-56,495	-54,750		-56,154			
428	TRSFERS FR BUILDING OPERATING FD													
	-171,992		-187,908		-178,715		-148,929	-178,715	-173,964		-192,189			
430	TRANSFER FROM LIBRARY FUND													
	-291,729		-323,057		-344,716		-287,263	-344,716	-362,874		-370,047			
431	TRSFERS FR GIS FUND													
	-87,737		-64,016											
432	TRSFERS FR PUBLIC WRKS ADMN FUND													
	-54,110		-60,567		-63,664		-53,053	-63,664	-59,985		-61,866			
437	TRSFERS FR INSURANCE FUND													
	-11,363		-12,619		-13,181		-10,984	-13,181	-12,419		-12,809			
440	TRSFERS FR STREET LIGHTING FUND													
	-6,988		-7,729											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS 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
441	TRSFERS FR STORM DRAIN FUND													
	-111,419		-137,244		-172,565		-143,804	-172,565	-166,729		-169,918			
442	TRANSFER FROM THE TLT FUND													
	-15,550		-18,071		-18,732		-15,610	-18,732	-17,650		-18,204			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-7,178		-8,004		-8,371		-6,976	-8,371	-7,888		-8,134			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-3,434,142		-4,598,195		-4,910,324		-4,091,935	-4,910,324	-4,711,002		-4,980,859			
TOTAL DEPARTMENT: 03 REVENUE														
	-4,145,312		-5,341,703		-5,577,040		-4,827,303	-5,648,577	-5,300,986		-5,610,691			

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS 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

012	SYSTEMS ANALYST													
											30,801	1.00		
028	COMPUTER SERVICE TECH LEAD													
											63,854	1.00		
082	INFORMATION SYSTEMS MANAGER													
	119,517	1.00	124,686	1.00	128,766	1.00	100,969	130,747	131,610	1.00	131,610	1.00		
102	SUPVR COMMUNICATIONS ANALYST													
	99,389	1.00	106,075	1.00	111,703	1.00	87,853	111,694	116,310	1.00	116,310	1.00		
104	BUSINESS ANALYST PROGRAMMER													
	506,873	6.00	692,462	8.00	737,178	8.00	581,837	744,673	767,698	8.00	767,698	8.00		
106	WEB MANAGER													
	100,346	1.00	104,463	1.00	107,794	1.00	85,367	107,839						
108	GIS MANAGER													
			113,863	1.00	119,894	1.00	92,381	120,009	122,553	1.00	122,553	1.00		
145	GIS ANALYST													
			83,911	1.00	87,548	1.00	68,812	87,634	157,911	2.00	89,483	1.00		
148	GIS SPECIALIST													
			138,803	2.00	144,786	2.00	114,400	146,247	73,998	1.00	147,992	2.00		
189	WEB ANALYST													
	127,047	1.50	44,906	.50	87,948	1.00	66,294	85,388						
221	SUPPORT SPECIALIST 2													
	53,502	1.00	54,601	1.00	57,077	1.00	44,661	57,080						
243	COMPUTER SERVICE TECHNICIAN													
	185,971	3.00	202,674	3.00	221,271	3.00	159,408	202,091	225,619	3.00	225,619	3.00		
275	TEMPORARY EMPLOYEES													
							9,237	14,798	10,332		10,332			
283	APPLICATIONS DEVELOPMENT MANAGER													
	111,882	1.00	113,754	1.00	117,649	1.00	97,446	124,500	127,161	1.00	127,161	1.00		
287	INFORMATION SERVICES SPECIALIST													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS 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
	238,636	3.00	239,103	3.00	265,293	3.00	172,823	216,296	263,785	3.00	326,342	4.00		
299	PAYROLL TAXES AND FRINGES													
	704,140		991,929		1,115,051		894,672	1,133,748	1,098,530		1,229,929			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	2,247,303	18.50	3,011,230	23.50	3,301,958	24.00	2,576,160	3,282,744	3,095,507	21.00	3,389,684	24.00		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	1,247		1,530		1,000		870	950	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	493		432		500		423	423	500		500			
305	SPECIAL DEPARTMENT SUPPLIES													
	39,261		32,056		40,000		20,600	26,000	40,000		40,000			
307	MEMBERSHIP FEES													
					350		150	350						
308	PERIODICALS & SUBSCRIPTIONS													
	770		275		600		78	300	600		300			
317	COMPUTER EQUIPMENT													
	125,589		137,626		194,290		116,496	130,000	145,090		150,190			
318	COMPUTER SOFTWARE													
	269,356		243,518		250,500		212,065	228,000	338,800		438,800			
321	TRAVEL, TRAINING & SUBSISTENCE													
	18,167		24,096		34,900		20,500	22,066	52,800		36,300			
328	MEALS & RELATED EXPENSE													
	400				620			140	660		660			
330	MILEAGE REIMBURSEMENT													
					100			50	100		100			
341	COMMUNICATIONS EXPENSE													
	206,954		234,630		155,768		108,637	134,888	182,074		182,074			
342	DATA COMMUNICATION EXPENSE													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS 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
	480		-6											
371	EQUIPMENT OPER & MAINT EXPENSE													
	21,162		19,047		20,000		12,397	16,000	20,000		20,000			
511	PROFESSIONAL SERVICES													
	55,533		75,742		153,900		103,130	111,700	109,200		74,200			
536	MAINTENANCE CONTRACTS													
	538,121		640,777		856,620		740,563	737,000	983,500		983,500			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,277,533		1,409,723		1,709,148		1,335,909	1,407,867	1,874,324		1,927,624			
CLASS: 15 CAPITAL OUTLAY														
671	EQUIPMENT													
	198,075		418,378		379,744		334,820	325,000	141,621		121,621			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	198,075		418,378		379,744		334,820	325,000	141,621		121,621			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	1,487		3,690		3,853		2,316	3,853	3,484		3,484			
819	TRSFERS TO INSURANCE FUND													
	6,625		6,625		8,281		6,901	8,281	8,281		8,281			
TOTAL CLASS: 25 TRANSFERS														
	8,112		10,315		12,134		9,217	12,134	11,765		11,765			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					114,056				117,769		99,997			
996	RESERVE - EQUIPMENT REPLACEMT													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS 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
					60,000				60,000		60,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					174,056				177,769		159,997			
TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT														
	3,731,023	18.50	4,849,646	23.50	5,577,040	24.00	4,256,106	5,027,745	5,300,986	21.00	5,610,691	24.00		

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**INFORMATION SYSTEMS FUND  
FY 2019-20 ADOPTED**

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

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
12	SYSTEMS ANALYST	0.00	1.00 <sup>a</sup>				1.00
28	COMPUTER SERVICE TECH LEAD	0.00	1.00 <sup>b</sup>				1.00
82	INFORMATION SYSTEMS MANAGER	1.00					1.00
102	SUPVR COMMUNICATIONS ANALYST	1.00					1.00
104	BUSINESS ANALYST PROGRAMMER	8.00					8.00
106	WEB MANAGER	1.00		(1.00) <sup>d</sup>			0.00
108	GIS MANAGER	1.00					1.00
145	GIS ANALYST	1.00					1.00
148	GIS SPECIALIST	2.00					2.00
189	WEB ANALYST	1.00		(1.00) <sup>d</sup>			0.00
221	SUPPORT SPECIALIST 2	1.00		(1.00) <sup>d</sup>			0.00
243	COMPUTER SERVICE TECHNICIAN	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAGER	1.00					1.00
287	INFORMATION SERVICES SPECIALIST	3.00	1.00 <sup>c</sup>				4.00
	<b>Total</b>	<b>24.00</b>	<b>3.00</b>	<b>(3.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>

<sup>a</sup> FY 2020-21 proposes a new 1 FTE Systems Analyst position dedicated to the CDD Development Review Process Project.

<sup>b</sup> FY 2020-21 proposes a new 1 FTE Computer Service Tech Lead position.

<sup>c</sup> FY 2020-21 proposes a new 1 FTE Information Services Specialist position dedicated to the Police Department.

<sup>d</sup> FY 2020-21 reflects the Web Management division transferring from the Information Systems Fund to the General Fund in the Mayor's Office.



**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS 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												
		431,147	414,289		492,056		492,056	577,084				620,832	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		431,147	414,289		492,056		492,056	577,084				620,832	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV												
		261,249	308,218		159,160		230,697						

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		261,249	308,218		159,160		230,697						
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY												
	434												
384	INVESTMENT INTEREST EARNINGS												
		9,271	15,275		15,500		15,500	12,900				9,000	

389	MISCELLANEOUS REVENUES												
	320												

399	REIMBURSEMENTS - OTHER												
		5,024	1,700										

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		4,045	3,706										

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		18,774	21,001		15,500		15,500	12,900				9,000	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406	TRSFERS FR GENERAL FUND - GIS PRGM												
			314,830		311,479		311,479	327,337				328,899	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

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

382 SALE OF CITY OR BURA PROPERTY

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%  
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED  
 UPON 1.40% \$9,000

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

REFUNDS ON SOFTWARE RENEWAL AND DISPOSAL OF CITY CELL PHONES

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

406 TRSFERS FR GENERAL FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$328,899

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS 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
407	TRSFERS FR STREET FUND - GIS PRGM												
			16,469		16,297		16,297	17,127		17,209			
408	TRSFERS FR WATER FUND - GIS PRGM												
			179,079		177,216		177,216	186,238		187,127			
409	TRSFERS FR SEWER FUND - GIS PRGM												
			105,662		104,563		104,563	109,886		110,410			
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM												
			153,606		152,008		152,008	159,747		160,509			
411	TRSFERS FROM GENERAL FUND												
	2,102,596		2,338,927		2,560,774		2,560,774	2,354,379		2,570,723			
412	TRSFERS FROM STREET FUND												
	80,443		90,874		108,466		108,466	103,193		105,890			
419	TRSFERS FROM WATER FUND												
	232,089		275,734		329,957		329,957	316,718		324,000			
421	TRSFERS FROM SEWER FUND												
	184,126		217,016		256,500		256,500	245,610		251,180			
424	TRSFERS FROM REPROGRAPHICS FUND												
	31,123		34,839		36,625		36,625	34,508		35,591			
425	TRSFERS FROM GARAGE FUND												
	45,699		51,944		56,495		56,495	54,750		56,154			
428	TRSFERS FR BUILDING OPERATING FD												
	171,992		187,908		178,715		178,715	173,964		192,189			
430	TRANSFER FROM LIBRARY FUND												
	291,729		323,057		344,716		344,716	362,874		370,047			
431	TRSFERS FR GIS FUND												
	87,737		64,016										
432	TRSFERS FR PUBLIC WRKS ADMN FUND												
	54,110		60,567		63,664		63,664	59,985		61,866			
437	TRSFERS FR INSURANCE FUND												
	11,363		12,619		13,181		13,181	12,419		12,809			
440	TRSFERS FR STREET LIGHTING FUND												
	6,988		7,729										
441	TRSFERS FR STORM DRAIN FUND												
	111,419		137,244		172,565		172,565	166,729		169,918			
442	TRANSFER FROM THE TLT FUND												
	15,550		18,071		18,732		18,732	17,650		18,204			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

407	TRSFERS FR STREET FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$17,209
408	TRSFERS FR WATER FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$187,127
409	TRSFERS FR SEWER FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$110,410
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$160,509
411	TRSFERS FROM GENERAL FUND GENERAL CHARGES FOR ALLOCATED SERVICES \$1,909,699 POLICE ALLOCATION FOR MAINTENANCE CONTRACTS \$127,700 \$129,700 COMMUNICATION EXPENSE FOR THE REGIONAL INFORMATION SYSTEMS \$5,000 \$12,600 ONE PROGRAMMER ANALYST MATRIXED TO THE POLICE DEPT (\$129,427) \$146,075 ONE INFORMATION SERVICES SPECIALIST MATRIXED TO THE POLICE DEPARTMENT \$111,676 1.5 FTE PROGRAMMER ANALYSTS MAXTRIXED TO THE MUNCIPAL COURT \$218,554 COMPUTER SPECIALIST MATRIXED 75% GENERAL FUND CDD ADMINISTRATION DRP PROJECT \$42,419
412	TRSFERS FROM STREET FUND CHARGES FOR ALLOCATED SERVICES \$90,890 CHARGES FOR SPECIFIC SOFTWARE MAINTENANCE \$15,000
419	TRSFERS FROM WATER FUND GENERAL CHARGES FOR ALLOCATED SERVICES \$241,666 CHARGES FOR SPECIFIC SOFTWARE MAINTENANCE \$82,334
421	TRSFERS FROM SEWER FUND CHARGES FOR ALLOCATED SERVICES \$185,347 CHARGES FOR SPECIFIC SOFTWARE MAINTENANCE \$65,833
424	TRSFERS FROM REPROGRAPHICS FUND CHARGES FOR ALLOCATED SERVICES \$35,591
425	TRSFERS FROM GARAGE FUND CHARGES FOR ALLOCATED SERVICES \$46,154 CHARGES FOR SPECIFIC SOFTWARE MAINTENANCE \$10,000
428	TRSFER FR BUILDING OPERATING FD CHARGES FOR ALLOCATED SERVICES. \$134,338 .30 FTE PROGRAMMER ANALYST CHARGED TO THE BUILDING FUND \$43,711 ONE SYSTEMS ANALYST DEDICATED TO THE DRP PROJECT \$14,140
430	TRANSFER FROM LIBRARY FUND CHARGES FOR ALLOCATED SERVICES \$235,875 COMPUTER SERVICE TECHNICIAN MATRIXED TO THE LIBRARY \$134,172
431	TRSFER FR GIS FUND IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. FY18-19 TRANSFER IS TO CLOSE OUT THE RESIDUAL FUND BALANCE FROM GIS FUND.
432	TRSFER FR PUBLIC WRKS ADMN FUND CHARGES FOR ALLOCATED SERVICES \$61,866
437	TRSFERS FR INSURANCE FUND CHARGES FOR ALLOCATED SERVICES \$12,809
440	TRSFERS FR STREET LIGHTING FUND CHARGES FOR ALLOCATED SERVICES
441	TRSFERS FR STORM DRAIN FUND CHARGES FOR ALLOCATED SERVICES \$107,085 CHARGES FOR SPECIFIC SOFTWARE MAINTENANCE \$62,833
442	TRANSFER FROM THE TLT FUND CHARGES FOR ALLOCATED SERVICES \$18,204

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS 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
449	TSFR FR TRANS DEVL TAX/TIF FD												
	7,178		8,004		8,371		8,371	7,888		8,134			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	3,434,142		4,598,195		4,910,324		4,910,324	4,711,002		4,980,859			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	4,145,312		5,341,703		5,577,040		5,648,577	5,300,986		5,610,691			
TOTAL DEPARTMENT: 03 REVENUE													
	4,145,312		5,341,703		5,577,040		5,648,577	5,300,986		5,610,691			

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

449 TSFR FR TRANS DEVL TAX/TIF FD  
CHARGES FOR ALLOCATED SERVICES \$8,134


**BP WORKSHEET & JUSTIFICATION**

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

104	BUSINESS ANALYST PROGRAMMER		91,819	1.00	94,760	1.00	94,397	96,851	1.00	96,851	1.00		
108	GIS MANAGER		113,863	1.00	119,894	1.00	120,009	122,553	1.00	122,553	1.00		
145	GIS ANALYST		83,911	1.00	87,548	1.00	87,634	157,911	2.00	89,483	1.00		
148	GIS SPECIALIST		138,803	2.00	144,786	2.00	146,247	73,998	1.00	147,992	2.00		
299	PAYROLL TAXES AND FRINGES		220,401		237,863		246,334	253,086		257,400			

TOTAL CLASS: 05 PERSONNEL SERVICES

			648,797	5.00	684,851	5.00	694,621	704,399	5.00	714,279	5.00		
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CLASS: 10 MATERIALS & SERVICES

318	COMPUTER SOFTWARE		18,458		9,500		8,000	27,800		27,800			
321	TRAVEL, TRAINING & SUBSISTENCE		3,113		4,600		4,634	7,300		1,700			
328	MEALS & RELATED EXPENSE				140		140	140		140			
330	MILEAGE REIMBURSEMENT				50			50		50			
341	COMMUNICATIONS EXPENSE		434		444		444	444		444			
511	PROFESSIONAL SERVICES		11,192		13,000		10,000	8,000		8,000			
536	MAINTENANCE CONTRACTS		50,000		50,000		50,000	50,000		50,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

			83,197		77,734		73,218	93,734		88,134			
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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

104 BUSINESS ANALYST PROGRAMMER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO.604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND.

108 GIS MANAGER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO.604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND  
 FY 2019-20 AND FY 2020-21 REFLECT 40 HRS PTO CASH-IN

145 GIS ANALYST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO.604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND  
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN.

148 GIS SPECIALIST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO.604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND  
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN.

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

318 COMPUTER SOFTWARE  
 GEOCORTEX WEB DEVELOPMENT TOOLS - MAINTENANCE \$4,000  
 ONYX GIS PRINT SERVER - MAINTENANCE \$500  
 MISC. SOFTWARE PURCHASE \$3,000  
 LIZARDTECH GEOEXPRESS (IMAGE COMPRESSION PURCHASE EVERY 3 YEARS)(FY20-21) \$1,000  
 GEOCORTEX ANALYTICS FOR USAGE STATISTICS - MAINTENANCE \$2,000  
 NEARMAP IMAGERY SERVICE \$17,000  
 ARCGIS PRO IMAGE ANALYSIS EXTENSION \$300

321 TRAVEL, TRAINING & SUBSISTENCE  
 PLURAL SIGHT ONLINE TRAINING \$600  
 GEOCORTEX REPORTING WITH SERIES 5 VERSION \$1,100

328 MEALS & RELATED EXPENSE  
 MEALS RELATED TO GIS \$140

330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL. \$50

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

511 PROFESSIONAL SERVICES  
 BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE (DISCONTINUED)  
 GIS CONSULTING AS NEEDED \$8,000

536 MAINTENANCE CONTRACTS  
 GIS ESRI \$50,000

**BP WORKSHEET & JUSTIFICATION**

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

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

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,003	2,202	2,202	1,742	1,742
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TOTAL CLASS: 25 TRANSFERS

2,003	2,202	2,202	1,742	1,742
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TOTAL PROGRAM: 0678 GIS SERVICES

733,997	5.00	764,787	5.00	770,041	799,875	5.00	804,155	5.00
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### BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,742



**BP WORKSHEET & JUSTIFICATION**

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

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

012	SYSTEMS ANALYST									30,801	1.00		
082	INFORMATION SYSTEMS MANAGER												
	119,517	1.00	124,686	1.00	128,766	1.00	130,747	131,610	1.00	131,610	1.00		
102	SUPVR COMMUNICATIONS ANALYST												
	99,389	1.00	106,075	1.00	111,703	1.00	111,694	116,310	1.00	116,310	1.00		
104	BUSINESS ANALYST PROGRAMMER												
	506,873	6.00	508,944	6.00	547,658	6.00	555,519	670,847	7.00	670,847	7.00		
283	APPLICATIONS DEVELOPMENT MANAGER												
	111,882	1.00	113,754	1.00	117,649	1.00	124,500	127,161	1.00	127,161	1.00		
299	PAYROLL TAXES AND FRINGES												
	389,239		433,749		472,919		474,390	551,600		577,358			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,226,900	9.00	1,287,208	9.00	1,378,695	9.00	1,396,850	1,597,528	10.00	1,654,087	11.00		
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CLASS: 10 MATERIALS & SERVICES

317	COMPUTER EQUIPMENT											1,700	
321	TRAVEL, TRAINING & SUBSISTENCE												
	9,846		14,386		20,900		11,937	21,900		15,000			
328	MEALS & RELATED EXPENSE												
	200				240			260		260			
511	PROFESSIONAL SERVICES												
	1,806		4,171		21,700		21,700	26,700		16,700			

TOTAL CLASS: 10 MATERIALS & SERVICES

	11,852		18,557		42,840		33,637	48,860		33,660			
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TOTAL PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

	1,238,752	9.00	1,305,765	9.00	1,421,535	9.00	1,430,487	1,646,388	10.00	1,687,747	11.00		
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 012 SYSTEMS ANALYST  
 FY 2020-21 REFLECTS A NEW SYSTEMS ANALYST POSITION BUDGETED TO START 1/1/2021.  
 THIS POSITION WILL BE DEDICATED TO THE CDD DRP PROJECT.
- 082 INFORMATION SYSTEMS MANAGER  
 FY 2019-20 REFLECTS 73 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
- 102 SUPVR COMMUNICATIONS ANALYST  
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS OF PTO CASH-IN.
- 104 BUSINESS ANALYST PROGRAMMER  
 FY 2019-20 REFLECTS 155 HRS PTO CASH-IN  
 FY 2020-21 REFLECTS 1 FTE TRANSFERRING WITHIN THE ISD FUND FROM PROGRAM 0525 TO 0711.
- 283 APPLICATIONS DEVELOPMENT MANAGER  
 FY 2019-20 AND FY 2020-21 REFLECT 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

- 317 COMPUTER EQUIPMENT  
 FOR NEW SYSTEMS ANALYST POSITION: DESKTOP COMPUTER SETUP AND PHONE \$1,700
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 CONFERENCE HR/PAYROLL \$2,500  
 CONFERENCE PSNET (POLICE RECORDS MANAGEMENT SYSTEM) (X2) \$5,000  
 CONFERENCE JTI ECOURT (COURT) \$2,500  
 ONLINE TRAINING SQL, VB.NET, ETC \$3,000  
 CITYWORKS CONFERENCE \$2,000
- 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$260
- 511 PROFESSIONAL SERVICES  
 ISD MANAGEMENT AND PROGRAMMING SERVICES:  
 PROGRAMMING SUPPORT ON SQL/VB.NET SYSTEMS \$9,500  
 MICROSOFT CALL SUPPORT \$1,200  
 SUPPORT SQL2008/10/12/16 \$5,500  
 MOBILE DEVELOPMENT SUPPORT \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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: 05 PERSONNEL SERVICES

028	COMPUTER SERVICE TECH LEAD									63,854	1.00		
221	SUPPORT SPECIALIST 2												
	53,502	1.00	54,601	1.00	57,077	1.00	57,080						
243	COMPUTER SERVICE TECHNICIAN												
	185,971	3.00	202,674	3.00	221,271	3.00	202,091	225,619	3.00	225,619	3.00		
275	TEMPORARY EMPLOYEES												
							14,798	10,332		10,332			
287	INFORMATION SERVICES SPECIALIST												
	238,636	3.00	239,103	3.00	265,293	3.00	216,296	263,785	3.00	326,342	4.00		
299	PAYROLL TAXES AND FRINGES												
	210,604		222,509		256,639		250,873	293,844		395,171			

TOTAL CLASS: 05 PERSONNEL SERVICES

	688,713	7.00	718,887	7.00	800,280	7.00	741,138	793,580	6.00	1,021,318	8.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,247		1,530		1,000		950	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
	493		432		500		423	500		500			
305	SPECIAL DEPARTMENT SUPPLIES												
	39,261		32,056		40,000		26,000	40,000		40,000			
308	PERIODICALS & SUBSCRIPTIONS												
	770		275		600		300	600		300			
317	COMPUTER EQUIPMENT											3,400	
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,821		6,597		6,400		2,495	23,600		19,600			
328	MEALS & RELATED EXPENSE												
	200				240			260		260			
330	MILEAGE REIMBURSEMENT												
					50		50	50		50			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 028 COMPUTER SERVICE TECH LEAD  
 FY 2020-21 REFLECTS A NEW 1 FTE COMPUTER SERVICE TECH LEAD POSITION.
  - 221 SUPPORT SPECIALIST 2
  - 243 COMPUTER SERVICE TECHNICIAN  
 ONE POSITION MATRIXED TO THE LIBRARY.  
 FY 2019-20 REFLECTS 120 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
  - 275 TEMPORARY EMPLOYEES  
 EXTRA HELP INTERN PROGRAM
  - 287 INFORMATION SERVICES SPECIALIST  
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.  
 FY 2019-20 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.  
 FY 2020-21 REFLECTS A NEW 1 FTE INFORMATION SERVICES SPECIALIST POSITION THAT WILL BE  
 DEDICATED TO THE POLICE DEPT. AND IS BUDGETED TO START 8/1/2020.
  - 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE DEPARTMENT (CONSOLIDATED ACCOUNTS) \$1,000
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 TECHNICIAN TOOLS AS REQUIRED \$500
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 COMPUTER PAPER, RIBBONS, LABELS, TONERS, CABLING SUPPLIES, ETC \$40,000
  - 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS AND TEXTS - CONSOLIDATED FOR ALL ISD PROGRAMS \$300
  - 317 COMPUTER EQUIPMENT  
 FOR NEW COMPUTER SERVICE TECH POSITION: DESKTOP COMPUTER SETUP AND PHONE \$1,700  
 FOR NEW INFORMATION SERVICES SPECIALIST POSITION: DESKTOP COMPUTER SETUP AND PHONE \$1,700
  - 321 TRAVEL, TRAINING & SUBSISTENCE  
 TECHNICAL COURSES COMMUNICATIONS AND SYSTEM SOFTWARE \$6,400  
 PALO ALTO FIREWALL TRAINING (BUG FIREWALL CHANGES) (X) \$5,200  
 VARONIS TRAINING \$5,000  
 CYBER SECURITY TRAINING (CYBER THREAT ALLIANCE DC) \$3,000
  - 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$260
  - 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$50

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	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												
	206,520		233,762		154,880		134,000	181,630		181,630			
342	DATA COMMUNICATION EXPENSE												
	480		-6										
371	EQUIPMENT OPER & MAINT EXPENSE												
	21,162		19,047		20,000		16,000	20,000		20,000		20,000	
511	PROFESSIONAL SERVICES												
	20,945		23,358		65,300		35,000	74,500		49,500			
536	MAINTENANCE CONTRACTS												

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 341 COMMUNICATIONS EXPENSE
  - CONTINUING GENERAL COMMUNICATIONS COSTS THAT SUPPORT ALL CITY FUNCTIONS
  - PUBLIC COMMUNICATIONS CABLE ACCESS \$25,000
  - INTERNET SERVICED PROVIDER CONNECTION THROUGH HILLSBORO \$21,000
  - CELLULAR PHONE AIR TIME FOR 10 ISD PHONES @ \$540 PER MONTH \$6,480
  - MACC ANNUAL TCI CHARGES \$600
  - DESKTOP FAX SERVICES \$250
  - VOICE OVER INTERNET PROTOCOL \$13,500
  - MISCELLANEOUS CONNECTIONS \$4,200
  - COMMUNITY CENTER/CITY HALL COMCAST INTERNET AND TV\$3,600
  - WEB CERTIFICATES \$3,000
  - MOBILE DEVICE MANAGEMENT \$5,000
  - NETMOTION SOFTWARE (150 DEVICES) (3 YEAR DUE FY20-21) AND DIAGNOSTICS (1 YEAR) \$30,000
  - JUNIPER EXTERNAL VITRUAL PRIVATE NETWORK \$400
  - ARUBA WIRELESS NETWORK \$6,000
  - VOIP MONTHLY BILLING \$50,000
  - CONTINUING COMMUNICATIONS EXPENSE IN SUPPORT OF THE POLICE DEPARTMENT
    - PORTLAND FIBER CONNECTION FOR POLICE SERVICES \$5,000
    - NEIGHBORHOOD RESOURCE CENTERS (CANYON/STERLING/EOC/CITY HALL INTERNET/TV/MEDIATION) \$2,600
    - CJIS TWO FACTOR AUTHENTICATION (800 DEVICES) \$5,000
  
- 342 DATA COMMUNICATION EXPENSE
  - NO APPROPRIATION REQUESTED
  
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - COMPUTER EQUIPMENT PARTS AND COMPONENTS TO REPAIR AND REPLACE EXISTING
  - COMPUTER HARDWARE AND OTHER RELATED COMPONENTS, EXTERNAL REPAIRS AND HARD RECOVERY. MINOR
  - EQUIPMENT REPLACEMENT. \$20,000
  
- 511 PROFESSIONAL SERVICES
  - CABLING FOR NEW INSTALLATIONS \$5,000
  - RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT\$10,000
  - SECURITY/SPAM AND VIRUS CONSULTANT\$7,500
  - OFFICE 365 AND AZURE CONSULTANT\$15,000
  - CERTIFICATE AUTHORITY\$12,000
  
- 536 MAINTENANCE CONTRACTS

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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
	538,121		590,777		806,620		687,000	933,500		933,500			

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

CONTINUING MAINTENANCE AGREEMENTS ON SYSTEM HARDWARE AND SOFTWARE AND DATA CONTRACTS;  
FINANCE SOFTWARE:

- UB SPRINGBROOK \$50,000
- GOVERNMENTJOBS NEOGOV HIGHLINE TRAINING AND CONSULTATION\$5,000
- GOVERNMENTJOBS NEOGOV HIGHLINE HR AND PAYROLL SOFTWARE ANNUAL MAINTENANCE\$75,000

CDD SOFTWARE:

- ZOOM GRANTS MAINTENANCE (X2) \$16,000
- BLUEBEAM SOFTWARE MAINTENANCE \$15,000

HUMAN RESOURCES SOFTWARE

- GOVERNMENTJOBS NEOGOV JOB RECRUITMENT SOFTWARE MAINTENANCE \$15,000

RECORDS MANAGEMENT SOFTWARE:

- SYMANTEC VAULT (EMAIL ARCHIVE)\$24,000
- HPTRIM \$60,000
- SMARSH TEXT MESSAGING ARCHIVE SOFTWARE MAINTENANCE \$26,000

PUBLIC WORKS SOFTWARE:

- WONDERWARE TELEMETRY \$9,000
- CITYWORKS WORK ORDER AND ASSET MGMT \$60,000
- CUES PIPE VIDEO INSPECTION \$6,000
- ENGINEERING TRANSOFT \$500
- RTA FLEET SOFTWARE\$10,000
- MARSHALL GIS STREET SWEEPER SYSTEM \$3,000
- VIRTUAL PROJECT MANAGER SYSTEM \$12,000
- ECOSCONNET BACKFLOW \$10,000
- SENSUS SUPPORT FOR RADIO WATER METERS \$3,500

POLICE DEPARTMENT SOFTWARE:

- BPD WEBLEDS \$6,000
- BPD TELESTAFF \$7,000
- BPD PORTLAND IBIS FINGERPRINTING AND MORPHO TRUST \$1,000
- BPD CELLEBRITE/ACCESSMOBILE/KATANAVARIOUS FORENSICS/TRANSUNION/ELCOM\$14,000
- BPD IA (DISCONTINUED)
- BPD 911 WATCH \$1,200
- PSNET MAINTENANCE FOR POLICE (FORMERLY REGJIN MOVED FROM 341 ACCOUNT) \$90,000
- POLICE LEADS ONLINE PAWN SYSTEM \$10,500

ISD GENERAL LICENSING:

- VERITAS BACKUP \$2,600
- FIREWALL \$35,000
- CITRIX REMOTE \$6,500
- VIRTUAL SERVER HARDWARE (NETAPP) \$24,000
- VMWARE FOR VIRTUAL SERVERS \$8,000
- MAIL EXCHANGE REPORT \$600
- MCAFEE SECURE WEB \$4,000
- NEXUS SMARTNET \$13,000
- JUNIPER EXTERNAL WEB CONNECTIONS \$500
- MISCELLANEOUS MAINTENANCE COSTS \$6,000
- MCAFEE VIRUS CLIENT PROTECTION \$8,000
- PROOFPOINT URL MAINTENANCE \$13,500
- SHADOW PROTECT MAINTENANCE \$900
- ISD FLUKE NETWORK ANALYZER MAINTENANCE \$4,600
- ISD EXCHANGE 2016 LOAD BALANCER MAINTENANCE \$1,000
- PROOFPOINT SPAM, VIRUS CHECKER, URL, MOBILE APPS, EMAIL ENCRYPTION (YEARLY)\$80,000

MAYORS PROGRAMS SOFTWARE:

- EXTENSIS PHOTO MANAGEMENT MAINTENANCE (DISCONTINUED)
- RECYCLING SALESFORCE SUBSCRIPTION RENWEAL \$5,000
- ZENCITY MAINTENANCE \$26,000

NEW MAINTENANCE CONTRACTS FOR FY 2020-21:

- ADOBE CREATIVE CLOUD ANNUAL LICENSES (\$830 PER USER) (X 20) \$16,600
- SPRINGBROOK SQL SUPPORT \$2,500
- SPRINGBROOK UPGRADE IMPLEMENTATION \$70,000
- KNOWBE4 SECURITY AWARENESS TRAINING FOR CITY STAFF \$9,000
- WEBSITE HOSTING YEARLY SERVICE FEE FOR MAIN CITY WEBSITE AND POLICE \$15,000
- CITY CODE AND ORDINANCES: CONTRACT WITH CODE PUBLISHING \$3,000
- WEBSITE HOSTING YEARLY SERVICE FEE FOR LIBRARY SITE \$5,000
- SITEIMPROVE YEARLY SERVICE FEE \$16,000
- ARCHIVE SOCIAL MEDIA DATA ARCHIVING SYSTEM \$5,000
- ECOURT LICENSING (X30) \$22,500

**BP WORKSHEET & JUSTIFICATION**

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

TOTAL CLASS: 10 MATERIALS & SERVICES

	835,020		907,828		1,095,590		902,218	1,275,640		1,249,740			
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CLASS: 15 CAPITAL OUTLAY

671 EQUIPMENT

	198,075		409,886		369,744		325,000	131,621		111,621			
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TOTAL CLASS: 15 CAPITAL OUTLAY

	198,075		409,886		369,744		325,000	131,621		111,621			
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CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	1,487		1,687		1,651		1,651	1,742		1,742			
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819 TRSFERS TO INSURANCE FUND

	6,625		6,625		8,281		8,281	8,281		8,281			
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TOTAL CLASS: 25 TRANSFERS

	8,112		8,312		9,932		9,932	10,023		10,023			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					114,056			117,769		99,997			
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996 RESERVE - EQUIPMENT REPLACENT

					60,000			60,000		60,000			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					174,056			177,769		159,997			
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TOTAL PROGRAM: 0712 ISD SYSTEM OPERATIONS

	1,729,920	7.00	2,044,913	7.00	2,449,602	7.00	1,978,288	2,388,633	6.00	2,552,699	8.00		
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### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

671 EQUIPMENT  
FY 2020-21 ADDITIONAL FUNDING FROM MACC 2019 FALL GRANTS FOR:  
WIRELESS NETWORK FOR PUBLIC WORKS \$33,433  
STORAGE AREA NETWORK \$38,188  
FY 2020-21 BUDGET:  
INFRASTRUCTURE ADDITIONS AND REPLACEMENTS \$40,000

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,742

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

991 CONTINGENCY - UNRESERVED

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

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2021

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0713 ISD NEW PROJECTS

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

125,589 137,626 194,290 130,000 145,090 145,090

318 COMPUTER SOFTWARE

269,356 225,060 241,000 220,000 311,000 411,000

TOTAL CLASS: 10 MATERIALS & SERVICES

394,945 362,686 435,290 350,000 456,090 556,090

CLASS: 15 CAPITAL OUTLAY

671 EQUIPMENT

8,492 10,000 10,000 10,000

TOTAL CLASS: 15 CAPITAL OUTLAY

8,492 10,000 10,000 10,000

TOTAL PROGRAM: 0713 ISD NEW PROJECTS

394,945 371,178 445,290 350,000 466,090 566,090

TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT

3,731,023 18.50 4,849,646 23.50 5,577,040 24.00 5,027,745 5,300,986 21.00 5,610,691 24.00

TOTAL FUND: 603 INFORMATION SYSTEMS FUND

3,731,023 18.50 4,849,646 23.50 5,577,040 24.00 5,027,745 5,300,986 21.00 5,610,691 24.00

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317 COMPUTER EQUIPMENT  
FOR FY 2020-21 PURCHASES:  
REPLACEMENT OF 80 PC'S REPLACED DURING THE YEAR (WINDOWS 8/10) \$60,800  
REPLACEMENT OF NETWORK PRINTERS AS THEY FAIL OR EXCEED USEFUL LIFE\$4,500  
REPLACEMENT OF UNINTERRUPTED POWER SUPPLY (80 @ \$88 EA) \$7,040  
REPLACEMENT OF "22" MONITORS (50 @ \$115 EA) AND DUAL MONITOR PROGRAM\$5,750  
REPLACEMENT OF LAPTOPS (35 @ \$1500 EA) \$52,500  
REPLACEMENT OF 10 VOIP PHONES \$2,000  
REPLACEMENT OF NON-STANDARD SIZE MONITORS (5 @ \$500 EA) \$2,500  
FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR NEW EQUIPMENT\$10,000

318 COMPUTER SOFTWARE  
UPGRADES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD (1 YEAR 2020) \$10,000  
FUNDING FOR MISCELLANEOUS SOFTWARE PURCHASES SUCH AS MS PROJECT, PUBLISHING SW\$11,000  
FUNDING FOR THE ANNUAL MICROSOFT LICENSES FOR CLIENT\$350,000  
SOFTWARE SUPPORT FOR POLICE SYSTEMS \$20,000  
AZURE/AWS RESEARCH AND DEVELOPMENT \$20,000

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

**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
603-30	INFORMATION SYSTEMS DEPARTMENT											
603-30-0525-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,096			94,757				94,757	55,382	150,139
603-30-0525-05-106	WEB MANAGER	1.00	2,217			107,839				107,839	51,586	159,425
603-30-0525-05-189	WEB ANALYST	1.00	2,035			85,388				85,388	55,183	140,571
	WEB MANAGEMENT	3.00	6,348			287,984				287,984	162,151	450,135
603-30-0678-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,088			94,397				94,397	60,331	154,728
603-30-0678-05-108	GIS MANAGER	1.00	2,138			120,009				120,009	63,111	183,120
603-30-0678-05-145	GIS ANALYST	1.00	2,098			87,634				87,634	36,107	123,741
603-30-0678-05-148	GIS SPECIALIST	2.00	4,234			146,247				146,247	86,785	233,032
	GIS SERVICES	5.00	10,558			448,287				448,287	246,334	694,621
603-30-0711-05-082	INFORMATION SYSTEMS MANAGER	1.00	2,169			130,747				130,747	61,087	191,834
603-30-0711-05-102	SUPVR COMMUNICATIONS ANALYST	1.00	2,136			111,694				111,694	75,748	187,442
603-30-0711-05-104	BUSINESS ANALYST PROGRAMMER	6.00	12,727			552,519			3,000	555,519	267,349	822,868
603-30-0711-05-283	APPLICATIONS DEVELOPMENT	1.00	2,218			124,500				124,500	70,206	194,706
	ISD SYSTEMS & PROGRAMMING	9.00	19,250			919,460			3,000	922,460	474,390	1,396,850
603-30-0712-05-221	SUPPORT SPECIALIST 2	1.00	2,096			57,080				57,080	29,189	86,269
603-30-0712-05-243	COMPUTER SERVICE TECHNICIAN	3.00	5,942	40		199,539	2,052		500	202,091	116,940	319,031
603-30-0712-05-275	TEMPORARY EMPLOYEES		413			14,798				14,798	1,337	16,135
603-30-0712-05-287	INFORMATION SERVICES SPECIALIST	3.00	5,230	40		213,778	2,518			216,296	103,407	319,703
	ISD SYSTEM OPERATIONS	7.00	13,681	80		485,195	4,570		500	490,265	250,873	741,138
	**** DEPARTMENT TOTAL ****	24.00	49,837	80		2,140,926	4,570		3,500	2,148,996	1,133,748	3,282,744

1120

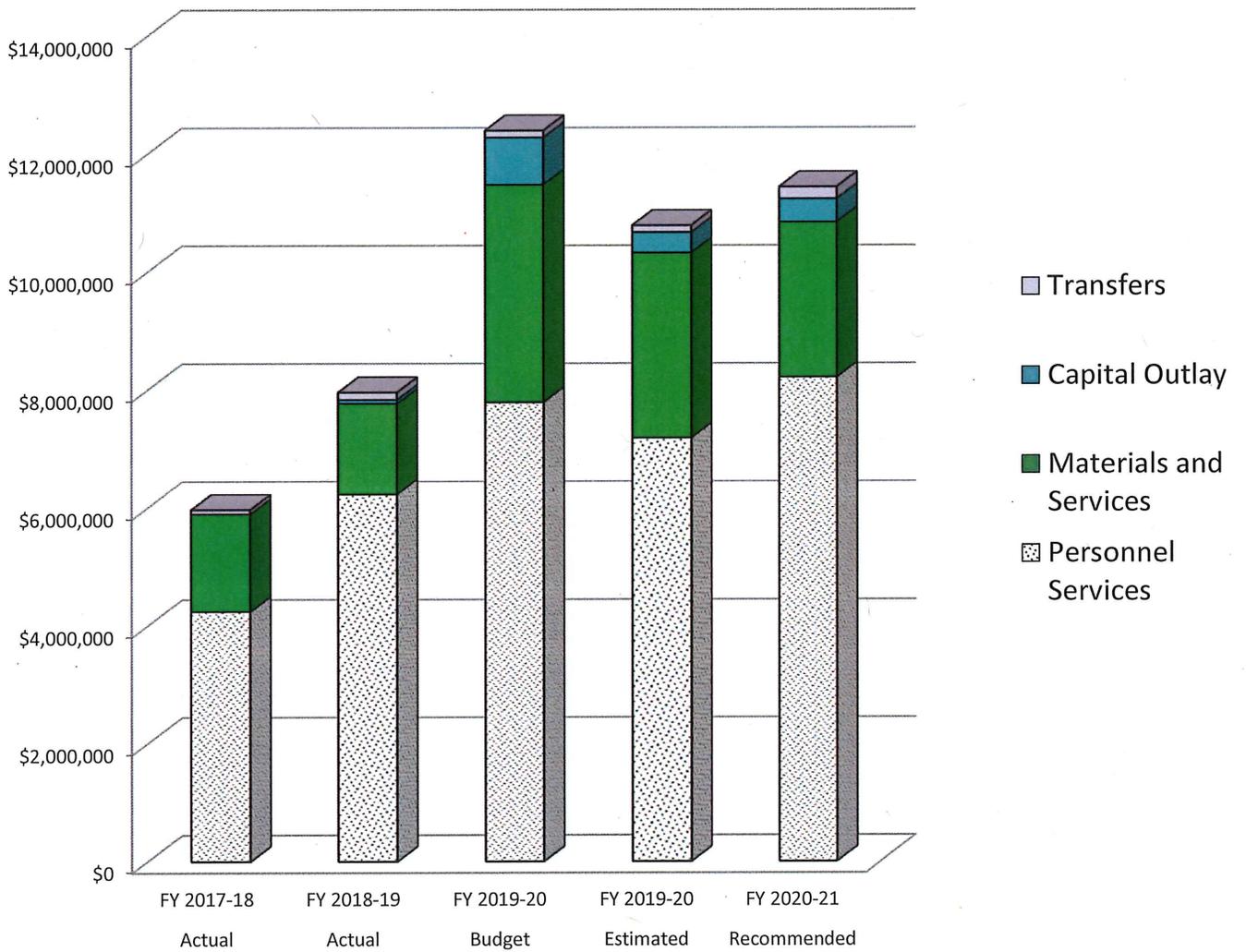
**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
603-30	INFORMATION SYSTEMS DEPARTMENT											
603-30-0678-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,088			96,851				96,851	62,560	159,411
603-30-0678-05-108	GIS MANAGER	1.00	2,128			122,553				122,553	66,403	188,956
603-30-0678-05-145	GIS ANALYST	1.00	2,088			89,483				89,483	37,746	127,229
603-30-0678-05-148	GIS SPECIALIST	2.00	4,176			147,992				147,992	90,691	238,683
	GIS SERVICES	5.00	10,480			456,879				456,879	257,400	714,279
603-30-0711-05-012	SYSTEMS ANALYST	1.00	1,032			30,801				30,801	25,758	56,559
603-30-0711-05-082	INFORMATION SYSTEMS MANAGER	1.00	2,128			131,610				131,610	62,551	194,161
603-30-0711-05-102	SUPVR COMMUNICATIONS ANALYST	1.00	2,168			116,310				116,310	78,911	195,221
603-30-0711-05-104	BUSINESS ANALYST PROGRAMMER	7.00	14,616			668,447			2,400	670,847	337,746	1,008,593
1121 603-30-0711-05-283	APPLICATIONS DEVELOPMENT	1.00	2,208			127,161				127,161	72,392	199,553
	ISD SYSTEMS & PROGRAMMING	11.00	22,152			1,074,329			2,400	1,076,729	577,358	1,654,087
603-30-0712-05-028	COMPUTER SERVICE TECH LEAD	1.00	2,088			63,854				63,854	52,208	116,062
603-30-0712-05-243	COMPUTER SERVICE TECHNICIAN	3.00	6,344	40		223,514	2,105			225,619	139,886	365,505
603-30-0712-05-275	TEMPORARY EMPLOYEES		288			10,332				10,332	948	11,280
603-30-0712-05-287	INFORMATION SERVICES SPECIALIST	4.00	8,248	40		323,758	2,584			326,342	202,129	528,471
	ISD SYSTEM OPERATIONS	8.00	16,968	80		621,458	4,689			626,147	395,171	1,021,318
	**** DEPARTMENT TOTAL ****	24.00	49,600	80		2,152,666	4,689		2,400	2,159,755	1,229,929	3,389,684





**GENERAL FUND**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**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:	<b>General Fund</b>					% Change Budgeted Vs. Recommended
Department:	<b>Community Development - Summary</b>					
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	
Personnel Services	\$4,245,578	\$6,236,105	\$7,792,597	\$7,186,018	\$8,215,028	5.42%
Materials and Services	1,654,789	1,532,873	3,690,372	3,138,615	2,631,762	-28.69%
Capital Outlay	-	72,173.00	803,000	350,243.00	396,000	-50.68%
Transfers	74,309	121,793	116,102	116,102	199,502	71.83%
<b>SUB-TOTAL</b>	<b>5,974,676</b>	<b>7,962,944</b>	<b>12,402,071</b>	<b>10,790,978</b>	<b>11,442,292</b>	
Contingency			-		-	
<b>TOTAL</b>	<b>\$5,974,676</b>	<b>\$7,962,944</b>	<b>\$12,466,344</b>	<b>\$10,790,978</b>	<b>\$11,504,156</b>	
 FTE's	 36.00	 54.10	 59.60		 59.95	

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

**Personnel services:**

FY 2019-20 reflects a total of 0.05 FTE increase consisting of 0.05 FTE allocation of Finance Director, 0.05 FTE allocation of Assistant City Attorney 3, and 0.25 FTE reallocation from the CDBG Fund. Recommended 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:**

FY 2020-21 reflects reductions of \$550K in professional services across all programs, \$55K in Travel & Training, \$110K in storefront improvement program, \$76K in economic development strategies program and \$30K in the pre-development grant program.

**Capital outlay:**

FY 2020-21 reflects no request in appropriation for replacement vehicles \$53K reduction over FY 2019-20 and a reduction of \$350K in software packages as the department moves into the next phase for the new permitting software upgrade.

**Transfers:**

FY 2020-21 reflect additional appropriation of \$42K to the ISD Fund for a 75% of a new systems analyst position and an additional \$25K across all programs for transfers to the Reprographics Fund.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

**MISSION STATEMENT:**

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	51.60	54.10	59.60	59.95	0.00
PERSONNEL SERVICES	\$5,534,091	\$6,236,105	\$7,792,597	\$8,215,028	\$0
MATERIALS & SERVICES	1,839,828	1,532,873	3,690,372	2,631,762	0
CAPITAL OUTLAY	78,595	73,450	803,000	396,000	0
TRANSFERS	127,198	136,710	116,102	199,502	0
CONTINGENCY	0	0	64,273	61,864	0
<b>TOTAL</b>	<b>\$7,579,712</b>	<b>\$7,979,138</b>	<b>\$12,466,344</b>	<b>\$11,504,156</b>	<b>\$0</b>

*These Goals & Objectives were originally drafted prior to March 2020 and statewide closure of facilities and functions due to the COVID-19 Pandemic. At the time of revising the CDD Goals & Objectives in April 2020, the world is unsettled and ‘return to normal’ is viewed more as ‘return to ‘new’ normal’ without a definition regarding what the ‘new normal’ will be or when we will arrive there.*

<b>Funding Sources:</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>
Planning Dev. Rev & Annex Fees	\$542,913	\$415,479	\$450,000	\$450,000	\$0
Site Development Fees	983,657	1,755,553	1,700,000	1,100,000	0
Transfers from BURA Program/Activity Fund	0	0	0	806,828	0

**Services and Trends:**

The Community Development Department (CDD) is organized in seven divisions: Administration, Building, Development, Economic Development, Planning, Site Development and Transportation Planning. These divisions work in collaboration with each other, drawing upon the strengths and expertise of staff within each work group. CDD also relies on and works closely with other departments within the city as well as service providers throughout the region to provide a wide array of services. Delivering on City priorities currently involves the work of approximately 90 full-time positions in CDD. The CDD team supports and implements both City activities as well as those of the Beaverton Urban Redevelopment Agency (BURA).

CDD is an outward-facing department of the city, engaging regularly with citizens, neighborhoods, agency partners and the business and development community. We seek ways to enhance our community’s livability, respond to market opportunities and promote and brand Beaverton. The department’s body of work is undertaken with high priority and keen focus on *quality customer service*. CDD is agile, strategic and fast-paced. Increasingly, developers are choosing to invest in Beaverton because of the positive climate provided by the Mayor/City Council and staff.

Our Community Vision calls for a “vibrant downtown”. Much of our recent and future energy is focused on rebuilding our downtown into a true, mixed-use center with urban amenities and context. This intentional work is being rewarded with growing

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

regional and national recognition that Beaverton is an urban destination and a cool place to live, work and recreate. CDD deploys significant resources to achieve the vibrant downtown goal.

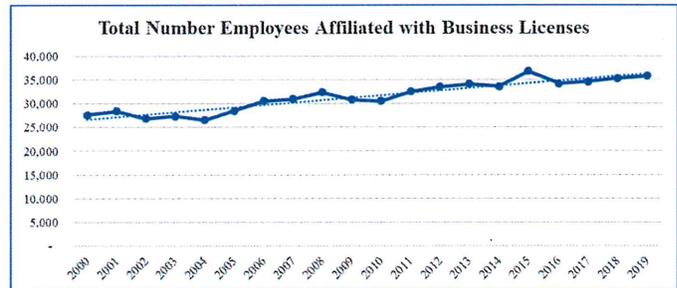
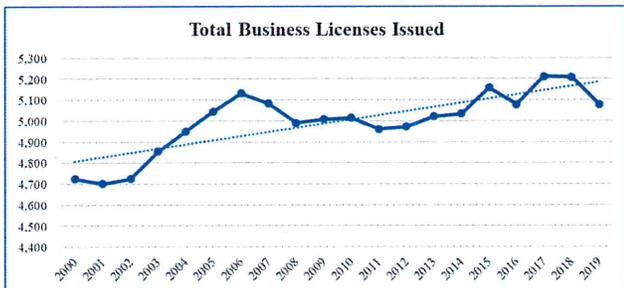
CDD also strives to maintain and enhance the quality of life throughout the city, especially in our existing and emerging neighborhoods. We seek opportunities to provide active transportation, parks, affordable housing, storefront grants and other community-building projects.

As of March 2020, we anticipated that Beaverton’s population may grow by 10,000 residents in the next decade, assuming reasonable economic growth. This growth follows solid community planning and city boundary expansion in 1) greenfield areas such as South Cooper Mountain, Cooper Mountain and the Peterkort property plus 2) urban-style development in our downtown core.

CDD’s work program supports the city’s vision, priorities and goals. Activities can largely be defined in two broad categories: 1) ongoing program responsibilities and 2) project and program initiatives. Development permitting services, loan and grant programs and place making activities are all examples of on-going work. We also engage in projects and activities that address emerging opportunities and needs, such as land acquisition, the proposed South Cooper Mountain main street center and branch library, Restaurant Strategy and parking management.

Housing construction levels, while higher now than in recent years, have not kept up with demand, both for market as well as affordable homes. South Cooper Mountain represents a significant growth area to provide much needed housing in the next several years in addition to infill development, such as the former Kmart site on Murray Boulevard. Affordable housing is a major issue in our community, with close to 25 percent of our households being extremely rent burdened. The 2018 voter-approved Metro Regional Affordable Housing Bond Measure provides an infusion of much needed capital and will result in at least 218 new affordable housing being built. Implementation of these funds, as well as other affordable housing resources, takes an increasing amount of staff expertise as we strive to develop quality housing dispersed throughout the city, with deliberate mindful approaches to equity and inclusion.

Our economy remained strong through 2019 and into March 2020. The city continued to have good employment numbers tied to City Business Licenses, as shown below, and had an unemployment rate at 2.3%, as of December 2019.



However, current economic reports on the impacts of the COVID-19 Pandemic and related shutdowns have had, and will continue to have, major effects on our community and recovery.

Westside Economic Alliance hosted a webinar on April 21, 2020 with a presentation from ECONorthwest titled, “Impacts of the COVID 19 Shutdown and Federal Response in Oregon and the Three-County Portland Economy,” dated April 3, 2020. The presentation discussed three stages described as, ‘**Shutdown** (March – June or longer), **Reopening** (Three to Twelve Months), **Recovery** (One to three or more years),’ and included a summary of findings on impacts to the Portland Metro area, including:

- Risk of unemployment rate increasing to 20 -25%
  - At risk sectors include 65% of all employees
  - 250k workers at risk of layoff
- \$4 billion a month risk to business revenue (output)
- \$ 1 billion a month risk of personal income loss
- \$1.4 billion one-time CARES Act recovery rebate
  - 84% of households eligible (623K households)

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

- average rebate of \$2,222

This information is presumably already out of date. But, the impacts are real for many people and businesses in our community. The city has taken swift action by already distributing \$250,000 in grant money to businesses that were immediately impacted by closure. This Business Assistance Grant Program was developed and administered by the Economic Development and Development divisions within CDD.

For FY 20/21, CDD's budget proposed new and continuing initiatives in March 2020, as listed below. Due to the city's responsibility to respond to reduced revenues and community needs related to COVID-19, the city's proposed budget reflects reductions and cuts to many projects and programs (including some of those listed below). The list remains in place for the purposes of documenting what CDD would like to work on if societal and monetary conditions are favorable:

- Implementation of the Development Review Process Electronic Permitting System
- Construction of the Patricia Reser Center for the Arts/Beaverton Central Public Parking Garage
- Parking Management Strategy
- Affordable housing delivery
- Downtown Design Project Code and Implementation Plan completion
- Cooper Mountain Plan initiation
- Integration of Diversity, Equity and Inclusion Plan and Climate Action Plan objectives into our work
- Continued projects, programs and strategies to strengthen our downtown (e.g. Millikan Way extension, land acquisition, Restaurant Strategy Phase II)
- Transportation System Plan Update initiation
- Strategies for specific transportation issues (e.g. quiet zone, micromobility, etc.)
- Public Safety Center and Plaza
- Quiet Zone Design and Engineering
- South Cooper Mountain Branch Library Pre-development Study

Spotlight on Development Review

The city's Development Review Process (DRP) is performed through the Current Planning, Site Development and Building Divisions. During the last five (5) years, the City of Beaverton has made concerted efforts to improve the city's Development Review Process (DRP) both with system improvements and planning for the transition to an electronic permitting system (EPS).

Purchase and implementation of the EPS will take significant city resources during the next two years. It will also require maintenance during its life. The initial requests for software and limited duration staff positions are included in the proposed budgets for the Community Development and Finance Departments (ISD).

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

CDD understands its role is to contribute to the quality of life and economic stability of our entire community. Several adopted city policies guide our work program.

**A. 2020 City Council Priorities**

Each year, the Mayor and City Councilors adopt priorities for the upcoming year. These priorities guide planning and decision-making efforts throughout the year and align with objectives established in our Community Vision Plan.

Of the City Council Priorities for 2020, the following are efforts that CDD is leading or involved in supporting:

Top Priorities

- Implement the Climate Action Plan, including the creation of a Climate Action Advisory Committee.
- Develop a policy for the use and management of city-owned properties.
- Develop and implement parking, towing, and traffic policies.
- Complete policy work on water resources for non-potable uses (purple pipe.)
- 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.
- Continue implementation of the Housing Action Plan.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

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

**B. 2019 Diversity Equity and Inclusion Plan**

CDD integrates DEI Plan goals as part of how we conduct our work program. Selected actions that are of a particular a focus for FY 20-21 are:

Public Engagement (PE)

PE1 Communications: Celebrate and reflect Beaverton’s diversity, promote welcoming and access for all.

PE2 Outreach & engagement: Build relationships to reduce barriers, increase trust and promote civic engagement.

City Practices (CP)

CP3 Culturally responsive workforce: Build capacity to provide culturally responsive services.

CP4 Equity framework: Use a framework of equity to guide policy decisions and resource allocation.

Housing & Livability (HL)

HL2 Affordable housing: Support affordable housing and expand access for marginalized populations.

HL3 Homeownership: Increase access to homeownership with a focus on eliminating disparities.

HL5 Anti-displacement: Develop housing for diverse neighborhoods and reduce displacement.

Economic Empowerment (EE)

EE2 Entrepreneurship: Provide business development resources for underserved communities.

Community Building & Inclusion (CB)

CB5 Welcoming city: Promote Beaverton as a welcoming city and support cross-cultural relationship building.

**C. 2019 Beaverton Climate Action Plan**

CDD implements the BCAP framework in many of its regular work program responsibilities, such as:

Buildings, Energy and Urban Form

Planning and incentivizing higher density housing and affordable housing, especially near transit options.

Transportation

Assist in increasing transit options for the community and building network of EV charging stations in high density areas

**D. 2016 Beaverton Community Vision Action Items**

Actions that CDD will especially focus on in FY 20/21 include:

- Item #12: Involve neighborhoods in improvement planning.
- Item #47: Implement solutions to reduce highway, road congestion
- Item #62. Create several unique districts (in downtown).
- Item #64. Continue to expand storefront improvement program.
- Item #66: Implement parking management strategies
- Item #67. Redevelop blighted properties.
- Item #68: Help small businesses succeed as downtown grows.
- Item #69. Develop a dining, shopping and entertainment strategy.
- Item #70. Increase downtown housing options.
- Item #71. Develop an arts and culture center.
- Item #92: Assemble real estate to support economic growth.
- Item #94: Expand networking, resources for multicultural business
- Item #95: Foster innovation and entrepreneurship with investment.
- Item #101. Create balanced housing options at all price levels.
- Item #102. Integrate affordable housing in multiple neighborhoods.
- Item #103. Site high-density development near transit and services.

**2020-2022 Community Development Department Strategic Plan**

The updated Strategic Plan focuses on people, environmental stewardship, community prosperity, service excellence and equity within the following framework:

- Goal 1: Mobility
- Goal 2: Growth and Development
- Goal 3: Environmental Stewardship
- Goal 4: Social and Economic Vitality
- Goal 5: City Leadership and Services
- Goal 6: Infrastructure

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

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

**Program Goal:**

To provide leadership and support for the city's Community Development Department (CDD) through internal and external services coordination, engagement and oversight. To understand and facilitate implementation of an extensive work plan that requires integrated work among multiple disciplines. To hire qualified staff and train staff to accomplish these goals. To encourage responsible and equitable community engagement, projects and programs.

**Administration Division Personnel Services:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.15	7.65	9.40	9.35	0.00
PERSONNEL SERVICES	\$716,815	\$809,527	\$1,108,388	\$1,148,070	\$0
MATERIALS & SERVICES	98,624	103,503	235,876	116,421	0
CAPITAL OUTLAY	0	0	750,000	396,000	0
TRANSFERS	6,737	8,144	4,954	49,968	0
<b>TOTAL</b>	<b>\$822,176</b>	<b>\$921,174</b>	<b>\$2,099,218</b>	<b>\$1,710,459</b>	<b>\$0</b>

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

The Administration Division supports these goals, priorities and action items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

**Program Objectives:**

**Objective #1: Lead**

*Through quality organizational development, manage and direct department work plans in order to achieve positive results.*

- *Develop and implement a CDD Strategic Plan in which all staff see the relation of their work to City priorities.*
- *Facilitate and manage the city's Development Review Process Improvement Project.*
- *Promote and support effective supervision, engagement, performance and program evaluation, and training.*
- *Recognize and reward excellence.*

**Objective #2: Support**

*Provide excellent day-to-day service through a variety of administrative functions and through management of department-wide projects.*

- *Model a culture of exceptional customer service, including responding to inquiries within 24-hours*
- *Model a solutions-oriented approach to resolving issues as they arise*
- *Model effective communication*
- *Model inter-divisional and inter-departmental teamwork.*

**Objective #3: Oversee**

*Provide oversight of department budgets through forecasting, thoughtful preparation, and responsible utilization of resources.*

- *Review expenditures and apprise managers and project managers of any issues.*
- *Research, develop, and execute new funding strategies.*
- *Seek external funding including pursuit of federal, state, and regional grants, and partnerships for financing in order to fund department and city projects, serve program goals, and supplement city sources*

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

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

**Objective #4: Coordinate**

*Participate, collaborate and lead in a broad range of projects, initiatives and committees, including:*

- *City teams like City Services, Department Head Team, Development Review Process, Downtown Team, Legislative Agenda Team, Mayor's Cross Departmental Team, Real Estate Committee, and others.*
- *Inter-governmental, inter-district, county, regional, state, and federal efforts and activities related to community development. Agencies include, but are not limited to, Beaverton School District (BSD), Metro, Portland Public Schools (PPS), Tualatin Hills Park & Recreation District (THPRD), Tualatin Valley Fire & Rescue (TVF&R), and Washington County and Washington County cities.*
- *Communicate policies in a clear, concise, and professional manner.*

**Objective #5: Engage**

*Cultivate public-private partnerships and seek out new opportunities to further adopted plans and policies.*

- *Invite diverse voices into discussions on plans and policies, such as creation of the Housing Technical Advisory Group (HTAG).*
- *Establish and maintain strong and effective relationships with community members, neighborhoods, and regional organizations.*
- *Assist business and industry in their pursuits.*
- *Participation in non-city groups, committees and initiatives. Examples include, but are not limited to: American Planning Association (APA), Greater Portland Inc., REAP Board of Directors, Urban Land Institute (ULI), and Westside Economic Alliance (WEA).*
- *Maintain strong peer-to-peer relationships with Washington County, Metro and other cities.*

**Performance Outcomes and Program Trends:**

The growth of the department's work proportionately increase the workload of the Administration Division in providing support services. This work includes: reception coverage for the fourth floor of The Beaverton Building; budget oversight; all travel, training and memberships; accounts payable; timesheets; data analysis and reporting; review and development of communication materials; documentation of procedures; and more.

Staff within the division are actively coordinating within the department and with staff throughout the city, city leadership, other jurisdictions, customers, and community members.

**Progress on FY2019-20 Action Plan**

- Strategic planning during Fall 2019 Management Retreat. Draft Strategic Plan in development.
- Selection of a vendor for implementation of a new Electronic Permitting System was completed in December 2019 with approval from City Council to move forward in February 2020.
- Used the Gallup Q12 results and focused on management efforts on priority metrics.
- Continually reviewing and updating communications to meet modern standards, branding, ADA requirements, and translation in line with city policies.
- Begin development of an Admin Helpdesk System with ISD
- Coordination with THPRD to pool talent, energy and funding in order to implement projects more efficiently.
- Coordination with Metro on city utilization of Natural Areas bonds measure funds.
- Creating working relationships with key development customers.
- Supported, convened, led or participated in programs and work related to:
  - Affordable housing and homelessness solutions,
  - Beaverton Central redevelopment efforts
  - Cooper Mountain Community Plan and South Cooper Mountain construction
  - Urban Service Boundary, Urban Planning Area Agreement, Urban Service Agreements
  - Challenges of urbanizing in a suburban context including negotiations with property owners
- Participation in non-city groups, committees and initiatives includes examples like REAP Board of Directors and ULI Technical Assistance Panels Committee.

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

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

**Proposed FY2020-21 Action Plan**

- Complete two year Strategic Plan for 2020-2022.
- Develop a Community Development Annual Report
- Lead implementation of a new Electronic Permitting System for the city’s Development Review Process.
- Continue use of resources available through the City’s use of the Gallup Q12.
- Engage in implementation of city-wide plans including the Diversity, Equity and Inclusion Plan and the Climate Action Plan.
- Reviewing and updating communications in order to meet modern standards in line with city policies.
- Complete a CDD Guidebook and implement an update schedule.
- Launch the Admin Help Desk
- Coordinate with other agencies to pool talent, energy and funding in order to implement projects more efficiently.
- Continue to pursue funding sources (i.e. Metro bonds and grants, Brownfields grants, Quiet Zones, etc.)
- Continue to work with partners in order to deliver on plans, projects and services including:
  - Regional Center and BURA redevelopment including Beaverton Central, Old Town and West Five.
  - Cooper Mountain planning and development.
  - Continue to engage in committees and initiatives including BSD Bond Oversight and PPS Bond Oversight,
- Continue to engage in non-city groups, committees and initiatives.
- Continue support of business development services in concert with the 2016 Economic Development Strategic Plan.
- Encourage quality community engagement by staff.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-2020 BUDGET  
CURRENT LEVEL OF SERVICES

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

**Program Goal:**

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

**Economic Development Division Personnel Services Budget:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.00	4.00	4.00	4.00	0.00
PERSONNEL SERVICES	\$496,825	\$528,115	\$571,197	\$591,224	\$0
MATERIALS & SERVICES	815,720	619,542	843,058	674,432	0
CAPITAL OUTLAY					
TRANSFERS	8,578	8,982	6,606	6,969	0
<b>TOTAL</b>	<b>\$1,321,123</b>	<b>\$1,156,639</b>	<b>\$1,420,861</b>	<b>\$1,272,625</b>	<b>\$0</b>

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

Economic Development supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

**Program Objectives:**

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

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

**Performance Outcomes and Program Trends:**

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

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-2020 BUDGET  
CURRENT LEVEL OF SERVICES**

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

**Progress on FY 2019-2020 Action Plan:**

- Worked to obtain funding and develop programs to help mitigate the economic impacts of COVID-19 on Beaverton businesses and residents. Stood up multiple response programs including Emergency Business Assistance Grants for small businesses, Operating Capital Support for COVID-19 relief and recovery, and provided up-to-date resources to the community concerning local, state, and federal programs. Coordinated with local, regional, state, and federal partners on funding assistance and best practices.
- Promoted downtown through the third year of Beaverton Restaurant Week. Executed a successful ad campaign in spring 2020 that generated awareness of Beaverton’s “Restaurant Row.” The Restaurant Strategy team led tours of prospective restaurateurs and at least eight new restaurants will have opened in downtown Beaverton this fiscal year. Produced a complete refresh of the Downtown Beaverton map, a print document with a print run of 15,000, which is distributed at several downtown locations, including nearby hotels.
- Promoted the city as “open for business” through a weekly #BusinessMonday social media campaign in coordination with the Mayor’s office, multiple articles in Your City, targeted press outreach with local and industry-specific media resulting in positive press for Beaverton in the Portland Business Journal and other regional publications.
- Provided funding, program support, and business development expertise to the Beaverton Downtown Association (BDA). The director has recruited a significant number of volunteers and produced numerous events. The BDA is our key partner in the execution of the shared parking program and the CoSign initiative.
- Managed the implementation of the Street Seat Pilot Project which brought a temporary on-street seating area to a downtown restaurant, resulting in street activation and increased sales for the business.
- Supported diverse entrepreneurs and provided a continuation opportunity for Beaverton Night Market vendors with the first annual Beaverton Night Market Bazaar, a wintertime pop-up retail space inside the former Bank of Beaverton Building.
- Led construction mitigation efforts for businesses directly affected by development at Beaverton Central. These efforts have included relocation assistance, ongoing visits, the timely sharing of construction updates and no-cost social media consulting and photography for impacted businesses.
- The Beaverton Startup Challenge placed its fifth cohort of companies in the Oregon Technology Business Center (OTBC). The Challenge has an impressive track record, with 20 companies still operational. Diversity is representative of Beaverton demographics, with 15 of 25 founders being women, persons-of-color, or veterans.
- The Health Technology Collaborative used a \$150K High Impact Opportunity grant by Business Oregon to determine the need for, and feasibility of, a digital health ‘inventor space’ with the final report to be delivered in Spring 2020.
- Beaverton’s investment to the Elevate Inclusive Fund continues to demonstrate excellent leverage. Beaverton’s share of the fund, which is focused on underserved entrepreneurs, is 2% but over 30% of the investments have gone to Beaverton companies. Four of the seven companies were also Beaverton Startup Challenge winners.
- Business Assistance Services connected to multiple traded-sector business, including Bigleaf Networks, Anitian, Tillamook Country Smoker, SiFive and Mindcurrent; and high-profile recruitments like GrowthPlug. Multiple introductions facilitated between Beaverton businesses and representatives of a broad range of service providers.
- Promoted small business creation through the funding of Impact Beaverton, which has provided on-call business counseling, classes, and networking events for microbusinesses.
- Continued technical assistance for the EPA Cleanup grants for the Public Safety Center site. The City applied for a further EPA Assessment Grant and was selected for a \$300,000 award in early 2019.
- Beaverton’s Enterprise Zone has continued to garner interest from businesses looking to invest in Beaverton. Staff is working with a biosciences firm on their relocation effort and Enterprise Zone qualification.
- The Economic Development Division acts as a resource for accurate and relevant demographic and economic information for the city and the business community as a whole.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-2020 BUDGET  
CURRENT LEVEL OF SERVICES

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

**FY 2020-21 Action Plan:**

- Work proactively with businesses and partners on Economic Recovery and Revitalization in relation to the impacts of the COVID-19 pandemic of 2020.
- Develop a branding campaign for Old Town as an eating destination, provide resources for restaurants and continue promotions like Beaverton Restaurant Week in partnership with the Beaverton Downtown Association.
- Support increased activity in Old Town through parking management programs, recruiting non-restaurant retail and improving intersection safety for pedestrians. Plan for a vibrant SW 1st Street to create more active uses and development.
- Partner with and fund BDA placemaking initiatives, including development of a business signage program, new public art installations and overseeing the completion of the Nak Won storefront improvements.
- Continue to support redevelopment in Beaverton Central by taking the lead on mitigation programs for businesses affected by construction. These efforts include consistent outreach and timely sharing of construction updates as well as a “business open” marketing campaign. Continue efforts with business relocations as needed.
- Expand the services and leverage of Impact Beaverton, allowing it to serve an increased number of small businesses with high quality and productive offerings.
- Support an inclusive downtown by conducting meaningful engagement with communities of color to understand the businesses and amenities that a diverse community desires for downtown. Partner with community organizations to identify potential restauranters of color and connect them to downtown properties and business resources.
- Continue leading the Street Seat Project through its next phase, consisting of re-using the existing street seat and developing a permit program for businesses to apply to build their own street seat.
- Support the Beaverton Startup Challenge Class of 2020 and fund the sixth cohort. Work with OTBC to find new grant and service areas, help graduates from the previous five cohorts to grow in Beaverton.
- Use the results of the Business Oregon HIOP grant-funded feasibility study to determine next steps in the evolution of the Health Technology Collaborative, in particular, the viability of an inventor space.
- Develop partnerships to deliver events and programming to make local middle- and high-school students aware of post-secondary educational and career opportunities in manufacturing and the skilled trades.
- Economic Development operates as a resource for property owners for addressing real and perceived environmental contamination issues through the EPA Brownfields Assessment Program.
- Economic Development will continue to promote and manage the Enterprise Zone program and other city incentives to promote business expansions and increased job opportunities.
- Economic Development continues to be a resource for demographic and economic information both internally and externally, and will provide technical assistance as the City seeks to find more accessible ways to provide this information to the public.
- Play an integral role in the BC2 redevelopment project.

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

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

**Program Goal:**

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

**Development Division Personnel Services Budget:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.85	8.85	10.60	6.60	0.00
PERSONNEL SERVICES	\$903,889	\$1,174,027	\$1,550,396	\$946,520	\$0
MATERIALS & SERVICES	368,574	478,945	1,334,838	1,210,776	0
CAPITAL OUTLAY					
TRANSFERS	9,767	9,251	16,514	18,582	0
<b>TOTAL</b>	<b>\$1,282,230</b>	<b>\$1,662,223</b>	<b>\$2,901,748</b>	<b>\$2,175,878</b>	<b>\$0</b>

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

The Development Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

**Program Trends and Objectives:**

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

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

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

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

**Performance Outcomes:**

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/ Revised	FY 2020-21 Proposed
Number of projects / strategies / plans worked on or programs created	26	39	74 / 82	74
Number of properties acquired Goals Progress Achieved	3	1	4 / 7	4
Amount of private development funds leveraged	\$20,250,000	\$1,259,723	\$25,655,000 / \$4,544,330	\$48,440,000
Number of Community Vision Goals Progress Achieved	11	13	15	15

**Progress on FY 2019-20 Action Plan:**

- In response to COVID-19 pandemic, utilized General Fund and CDBG funds to implement emergency programs to support residents with emergency rent, unemployment benefit technical assistance, and food security. Coordinated closely with Economic Development in its Emergency Business Assistance Program and supported small businesses with CDBG funds.
- Prior to COVID-19, worked with Economic Development to implement a Restaurant Strategy for the downtown.
- Continued implementation of the BURA 5-Year Action Plan, including issuance of BURA’s first bond.
- Prepared updated Housing Five Year Action Plan that included annual as well as longer term goals and metrics.
- Continued to manage regular BURA and URAC meetings.
- Drafted real estate acquisition processes and protocols for BURA adoption.
- Continued to staff regular Real Estate Committee meetings.
- Hired additional housing staff to implement Metro Regional Affordable Housing bond and grow the City’s Affordable Housing program.
- Drafted a Local Implementation Strategy for implementation of Metro Regional Affordable Housing Bond.
- Developed tracking system for COBID and apprenticeship participation for public private partnerships including bond projects; increased outreach to trade associations, subcontractors and others to increase COBID participation.
- Continue to coordinate housing implementation team.
- Established the Mayor’s Housing Technical Advisory Group to advise on affordable housing issues.
- Developed new systems and relationships for effective community engagement.
- Through broad community outreach and collaborative effort, developed 2020-24 CDBG Consolidated Plan and Analysis of Impediments for effective CDBG implementation.
- Successfully implemented existing CDBG Annual Action Plan and served those most in need in Beaverton.
- Created a parking specific webpage on City’s website to provide detail regarding downtown parking.
- Initiated update to the City’s Parking Plan for downtown to actively manage the supply and demand of parking.
- Established a third party enforcement contract for parking in the downtown to augment enforcement by BPD.
- Continued implementation of the Storefront Improvement Program and increased funding to support expanded grant opportunities.
- Continued implementation of Tenant Improvement Program for the city in Downtown Beaverton.
- Continued implementation of Predevelopment Grant Program for the Central Beaverton Urban Renewal District.
- Worked with Metro and other partners to implement Metro Regional Affordable Housing Bond.
- Established a down payment assistance program for affordable home ownership.
- Continued to actively pursue acquisition opportunities in the downtown for both redevelopment and housing purposes.
- Purchased a vacant site in the Historic Broadway area.
- Purchased five sites at Millikan and Rose Biggi.

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

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

- Continued to manage properties held for redevelopment, including demolition of vacant buildings and preparation for temporary construction parking.
- Transferred the First and Main property to REACH CDC for development of the Mary Ann, the City's first Metro Regional Affordable Housing Bond project.
- Selected a development team for implementation of affordable housing Project D, as described in the City's Local Implementation Strategy.
- With Metro, selected a development team for implementation of affordable housing Project B: Elmonica, as described in the City's Local Implementation Strategy.
- Purchased, negotiated a Disposition and Development Agreement and sold The Bank of Beaverton Building to HPD for renovation of the key historic building into a cocktail bar and restaurant.
- Began construction on the Patricia Reser Center for the Arts and Beaverton Central Parking Garage.
- Closed on funding with Community Partners for Affordable Housing to enable construction of the Cedar Grove, an affordable housing project at Cornell and Murray.
- Began construction on the Public Safety Center Plaza located at the former Shell Station at the corner of SW Hall and Allen.
- Selected development teams for disposition of both the Beaverdam West and BC2 sites owned by the City and BURA for the development of office, mixed-use housing, affordable housing, and arts and innovation space.

**FY 2020-21 Action Plan:**

- Continue to respond to COVID-19 by providing both relief and recovery programs for residents and small businesses in the community.
- Hire and train additional real estate and parking staff to bolster redevelopment and parking activities.
- Finalize commitments for Beaverton's remaining share of Metro Affordable Housing Bond funds.
- Continue implementation of and update metrics annually in the Housing Five Year Action Plan.
- Prepare affordable housing unit production goals for council consideration.
- Continue implementation of and update annually the BURA Five Year Action Plan and Report.
- Continue to manage regular BURA and URAC meetings.
- Continue to coordinate Downtown Team efforts.
- Continue to staff regular Real Estate Committee meetings.
- Develop Real Estate Property Management Procedures for city council and BURA consideration.
- Develop Real Estate Disposition Procedures for city council and BURA consideration.
- Finalize update to Parking Plan and begin implementation.
- Continue implementation of enhanced parking enforcement plan.
- Evaluate permit parking system.
- Expand community engagement and communications efforts in areas of housing, parking and real estate.
- Explore Construction Excise Tax as affordable housing funding mechanism.
- Continue to manage Storefront Improvement Program and determine if modifications are necessary to meet policy goals.
- Continue to manage Tenant Improvement Program for restaurants in downtown Beaverton.
- Continue to manage Predevelopment Grant Program for the Central Beaverton Urban Renewal District.
- Continue to manage the Vertical Housing Tax Abatement Program and expand the program area.
- Identify short term parking enhancement opportunities in Old Town.
- Continue to strategically acquire properties.
- Continue to manage and coordinate development of key city-owned parcels.
- Enter into Disposition and Development Agreements for redevelopment of the Beaverdam West and BC2 sites.
- Strategically fund affordable housing projects and identify acquisition opportunities.
- Provide support for redevelopment opportunities that meet city goals as they arise.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0676 PLANNING DIVISION	<b>PROGRAM MANAGER:</b> ANNA SLATINSKY

**Program Goal:**

To protect and enhance the livability and economic vitality of the City of Beaverton by effectively planning for our community's future by implementing the Beaverton Community Vision, Civic Plan, Housing Action Plan, Diversity Equity and Inclusion Plan, Climate Action Plan and other policy directives, and administering the Comprehensive Plan and the Beaverton Development Code. To facilitate development in Beaverton that is consistent with community, regional, and state policy by processing land use applications pursuant to state-mandated timeframes as part of the city's Development Review Process (DRP). To support development and redevelopment activities. To actively engage in improvements to the city's Development Review Process (DRP). To provide superior customer service.

**Planning Division Personnel Services:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	15.00	15.00	16.00	16.00	0.00
PERSONNEL SERVICES	\$1,611,902	\$1,673,694	\$2,053,261	\$2,113,917	\$0
MATERIALS & SERVICES	283,991	191,081	644,185	374,093	0
CAPITAL OUTLAY					
TRANSFERS	43,535	41,820	44,038	45,294	0
<b>TOTAL</b>	<b>\$1,939,428</b>	<b>\$1,906,595</b>	<b>\$2,741,484</b>	<b>\$2,533,304</b>	<b>\$0</b>

**Planning Division revenue:**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Planning Dev. Rev & Annex Fees	\$542,913	\$415,479	\$450,000	\$450,000	\$0

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

The Planning Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

**Program Objectives:**

- Objective #1: Effectively Plan for Future Redevelopment of Key Urban Areas**
- Objective #2: Promote Beaverton's Commitment to Being *Open for Business***
- Objective #3: Increase Public Engagement & Awareness**
- Objective #4: Provide Leadership, Analysis and Technical Support in Local, Regional, and State Land Use Policy**
- Objective #5: Maintain the Beaverton Development Code and Comprehensive Plan as 'living documents'**
- Objective #6: Actively engage in Electronic Permitting System implementation**

**Performance Outcomes and Program Trends:**

Workload Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Projected
Number of annexations processed applications/tax lots	2 / 2	3 / 24	6 / 8	8
Number of land use applications processed	744	732	500	400
Number of Housing Units Approved	2,264	1,125	850	500
Commercial/Industrial SF Approved	94,768	775,027	400,000	250,000

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0676 PLANNING DIVISION	<b>PROGRAM MANAGER:</b> ANNA SLATINSKY

**Progress on FY 2019-20 Action Plan**

FY 2019-20 saw Planning Division tackle a significant workload by bringing major projects to conclusion, making good progress with ongoing projects, and kicking off new work. Accomplishments include:

- Completion of the Allen Boulevard District Plan;
- Annexation and Land Use Approval for the redevelopment of Cedar Hills Shopping Center with an urban-scale mix of apartments and retail use;
- Award of \$693,000 Metro Grant for the Cooper Mountain Community Plan;
- Ongoing Downtown Design Project work with a brand new Development Code chapter for the area under review;
- Omnibus Development Code update spanning every chapter is anticipated to take effect by the end of FY 19-20;
- Participation in improvement to the City's DRP and selection of a vendor for a new Electronic Permitting System.

Some aspects of Planning Division work deserve special notice:

- Consistently high level of customer service that Planning Division team members provide to applicants and the public;
- Reorientation of community engagement on projects to be more inclusive of the full Beaverton community and reflective of the city's Diversity, Equity and Inclusion goals.

While the total number of land use applications is below the FY 17-18 peak and anticipated to decline through FY 20-21 due to COVID-19 economic impacts, staff has increased the time and attention that is spent educating applicants and community members and going the extra mile to trouble-shoot issues that arise in the development process, particularly for those projects that are more complex. Likewise, studies and policy projects such as the Allen Boulevard District Plan, Downtown Design Project and Housing Options Project are implementing new and creative approaches to community engagement that aim to meaningfully include people who have historically been underrepresented. The anticipated decline in land use applications presents an opportunity to devote more attention to Development Code updates that are important, but have been deferred due to the high volume of development activity in recent years.

Additional information on program trends related to the city's Development Review Process are included in the Community Development Department Overview.

**FY 2020-21 Action Plan**

There are two important bodies of work that Planning Division will be focusing over the next two to three years, The **Cooper Mountain Community Plan**, and implementation of the new **Electronic Permitting System**. These projects will be collaborative across CDD and other city teams, and together are anticipated to require full time attention from four FTE within Planning and participation from almost all team members at some milestones. In addition, Planning Division has the following goals for the FY 20-21:

- Process all land use applications within state-mandated review timelines;
- Implement the Allen Boulevard District Plan in coordination with other city divisions and THPRD (HL5.6);
- Complete and Implement Downtown Design Project, including of Development Code changes (DEI Plan HL5.1);
- Complete the Housing Options Project, which is evaluating how additional housing types can be allowed in residential areas and implementing HB 2001 and HB 2003 (DEI Plan HL5.1) ;
- Update Small Cell Wireless review process in partnership with Public Works and the Attorney's Office, including establishing new design standards and review processes;
- Initiate Development Code update to provide notice of land use applications to renters, not just property owners (DEI Plan PE1.5, PE2, HL5, HL6);
- Research and evaluate options for Development Code updates on Tree Code, Historic Resources, Mixed Use and Commercial Districts, Sign Code best practices and other policy areas (DEI Plan HL5.1);
- Nurture strong, positive relationships with community members, neighborhood associations, civic and business organizations, special districts, regional bodies and jurisdictions, Washington County, and other key public and private stakeholder organizations (Dei Plan PE1, HL5);
- Studies and policy projects such as the Allen Boulevard District Plan, Downtown Design Project and Housing Options Project will implement approaches to community engagement that aim to meaningfully include people who have historically been underrepresented.
- Continue as core team members in DRP improvements, including implementation of a new Electronic Permitting System.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0696 BURA PROGRAM ADMINISTRATION	<b>PROGRAM MANAGER:</b> CADENCE PETROS

**Program Goal:**

The role of the Beaverton Urban Redevelopment Agency (BURA) is to direct and engage in rehabilitation and redevelopment activities necessary to protect the public, health and welfare of the city, especially the vitality of the city's central business district.

The voter-approved Central Beaverton Urban Renewal Plan's Goals are to:

- I. Inform, communicate, and seek engagement for decision making to reflect community values and priorities
- II. Add value to our city by increasing property values through community investments that contribute to a healthy economy
- III. Support businesses of all sizes in creating and retaining jobs to attract a diverse local workforce
- IV. Promote redevelopment that fits the character of the Beaverton Community Vision
- V. Expand the existing transportation system to promote a safe, interconnected walking, biking, transit, and street network
- VI. Increase housing in the urban renewal district
- VII. Promote development of community, public arts, and culture in the urban renewal district to provide destinations that support a vibrant center for the community

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	4.40	0.00
PERSONNEL SERVICES	\$0	\$0	\$0	\$704,101	\$0
MATERIALS & SERVICES					
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>					

**Program Objectives:**

In order to achieve the objectives of the Plan's goals, projects will be undertaken by the BURA, and implementation will proceed in accordance with applicable federal, state (ORS 457), county, and city laws, policies, and procedures. BURA may undertake projects directly or may provide funding for projects undertaken by other public or private parties; BURA may fund these projects in part or in whole. Other funding may be obtained from development partners, federal and state grant funding, or other private or public sources.

**Objective #1: Incentive Programs**

Financial and technical assistance for property and/or business owners in the District to improve existing structures, investigate barriers to development or rehabilitation, and encourage additional investment in community facilities

- Predevelopment Grant Program
- Storefront Program
- Tenant Improvement Program

**Objective #2: Joint Investment**

Financial assistance for property and business owners to encourage quality rehabilitation, preservation, development, or redevelopment that supports the goals listed above, including central Beaverton revitalization and job retention/creation

- Affordable Housing
- Predevelopment Assistance
- Development Financing
- Land Acquisition and Management

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0696 BURA PROGRAM ADMINISTRATION	<b>PROGRAM MANAGER:</b> CADENCE PETROS

**Objective #3: Community Identity**

Improvements to public spaces and right-of-ways to improve attractiveness and create conditions necessary to recruit new businesses and private investment

- Gateways and Wayfinding
- Streetscape Improvements
- Creek Enhancements
- Placemaking & Public Art

**Objective #4: Transportation and Infrastructure Improvements**

Improvements to public right-of-ways and infrastructure with the intention of decreasing block size; reducing traffic congestion; and increasing connectivity, universal accessibility, safety, parking structures, utility upgrades, and access to multi-modal options to and within the Urban Renewal Area

- Transportation Connectivity
- Sidewalk Infill
- Parking
- Utility Upgrades

**Objective #5: Other**

- Administrative Overhead
- Professional Services
- Plans and Studies
- Audit Services
- Miscellaneous
- Contingency

**Objective #6: Debt Services and Oversight**

The bonding agencies that provide the service of selling bonds require funding, as does the Finance Department for financial oversight, and project staff to implement projects. This funding will pay for those necessary services.

- Debt Service Fees
- Debt Service Payments
- Inter-Agency Transfer

**Progress on FY 2019-20 Action Plan:**

- Managed the previously approved \$19 million Line of Credit and Tax Increment Financing sources for BURA funding opportunities and issued first BURA bond
- Prepared updated forecast and stress test analysis for TIF revenue
- Acquired two strategic properties located within the Beaverdam Road area and one property in Old Town
- Entered into Exclusive Negotiation Agreements with two development teams for redevelopment of land assemblages in Beaverdam Road area
- Provided gap funding for The Mary Ann, Beaverton's first affordable housing project funded with Metro Regional Affordable Housing Bond dollars
- Commenced construction on Beaverton Central public parking garage
- Construction has commenced for an approximately 120-room urban, business-class hotel and separate restaurant on the Westgate site
- Disposed of Former Bank of Beaverton Building for renovation and activation
- In partnership with the city's General Fund, continued funding a Storefront Improvement Program
- Continued funding and expanded the Tenant Improvement Program in support of the City's Restaurant Strategy
- In partnership with the city's General Fund, continued funding the Predevelopment Grant Program

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0696 BURA PROGRAM ADMINISTRATION	<b>PROGRAM MANAGER:</b> CADENCE PETROS

- Participated in the Western Avenue roadway project and supported funding of the street design and future improvements
- Initiated redesign of the Annual Report and BURA Five-Year Action Plan
- The City's first Parking Manager, who is partially funded by BURA, continues to design and implement parking management strategies in the downtown area and for the Beaverton Central public parking garage
- Improved the BURA website
- Participated in City's Downtown Design Project

**FY 2020-21 Action Plan:**

- Pursue land acquisition for strategic short, medium and long-term projects
- Support affordable housing activities
- Implement and update the Five-Year BURA Action Plan/Annual Report
- Continue to improve the BURA website to be current, navigable and user-friendly for all interested parties
- Complete construction of the Beaverton Central public parking garage
- Initiate development of Downtown Equity Strategy
- Begin design of streetscape improvements within in Old Town and Beaverton Central areas
- Continue planning and implementing parking strategies, including exploring future public parking options
- Continue marketing the Storefront, Tenant Improvement, and Predevelopment Grant Program to strengthening the district's business and community vitality
- Provide Predevelopment Assistance to district project(s)
- Support place making, public art, gateways and wayfinding within the district
- Participate in utility undergrounding evaluation
- Provide support for transportation connectivity and utility upgrades
- Convene city work group to develop/refine downtown infrastructure plan
- Pursue state and federal funding to accomplish BURA plan goals
- Manage internal staff team to inform and enhance BURA's short and long-term goals
- In coordination with the city, continue discussing residential and business anti-displacement measures and mitigation that could arise due to urban redevelopment investments
- Coordinate and assist area businesses and property owners with improvements and redevelopment

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-2021 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0701 SITE DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> JODY A YATES

**Program Goal:**

To provide plan review, permitting, and inspection services for all work within the public right of way including utilities (franchise, public and private), sidewalk and driveway connections as part of the city's Development Review Process (DRP). To administer floodplain regulations within the city. To support development and redevelopment activities. To actively engage in improvements to the city's Development Review Process (DRP). To provide superior customer service.

**Site Development Division Personnel Services:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	15.60	14.60	15.60	15.60	0.00
PERSONNEL SERVICES	\$1,288,513	\$1,600,122	\$2,052,938	\$2,088,569	\$0
MATERIALS & SERVICES	185,039	109,164	248,287	107,275	0
CAPITAL OUTLAY	78,595	73,450	53,000	0	0
TRANSFERS	52,889	62,914	39,036	68,818	0
CONTINGENCY	0	0	64,273	61,864	0
<b>TOTAL</b>	<b>\$1,605,036</b>	<b>\$1,845,650</b>	<b>\$2,457,534</b>	<b>\$2,326,526</b>	<b>\$0</b>

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

The Site Development Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

**Program Objectives:**

**Objective #1: Provide high quality customer service**

*Site Development team members communicate and interact with residents, developers, consultants, and other city departments and outside agencies to ensure that all development criteria are being met. Site Development team members participate in the development process from the Pre-Application Conference to Site Development permitting, construction, to final project completion and acceptance by the city.*

**Objective #2: Provide Site Development Permit Counter Services**

*Issue permits for franchise utility work, street tree plantings/removals, and sidewalk/driveway replacement.*

**Objective #3: Perform Plan Reviews**

*Review site engineering plans to ensure all privately-funded public improvements such as streets, utilities, water infrastructure, and storm water management facilities conform to the City Engineering Design Manual, City Code, Clean Water Services Design and Construction Standards, and land use approvals. Ensure that floodplain regulations have been met.*

**Objective #4: Perform Field Inspections**

*Inspect site construction to ensure site grading, erosion control measures, emergency access, floodplain modifications, and all privately-funded public improvements such as streets, utilities, and storm water management facilities conform to the City Engineering Design Manual, City Code, Clean Water Services Design and Construction Standards, and land use approvals.*

**Objective #5: Actively engage in Electronic Permitting System implementation**

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-2021 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0701 SITE DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> JODY A YATES

**Performance Outcomes and Program Trends:**

<b>Workload and Performance Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Projected</b>	<b>FY 2020-21 Proposed</b>
Site Development Permits	30	23	28	20
Right-of-way and Facility Permits issued per year	594	603	616	620
Site Development Plan Review Estimated percentage of comments returned within five (5) weeks	50%	50%	80%	80%
*Large subdivisions take longer to review (ex. South Cooper Mountain subdivisions)				

The economy continues to generate a large number of development applications. All Planned Unit Developments (PUDs) in South Cooper Mountain have been submitted for Site Development permits. Site Development team members have been able to review and comment on commercial developments within the 5-6 week comment period. The larger South Cooper Mountain PUD Subdivisions are requiring additional time due to size and complexity. Site Development is anticipating heavy inspection workload for summer 2020, especially in the South Cooper Mountain vicinity.

Site Development staff operations are partially paid from various Site Development permit fees for plan review, processing and field inspections. The revenue trend has increased over the past few years and appears to have leveled in FY 19-20 and is projected to be similar in FY 20-21.

**Progress on FY 2019-20 Action Plan:**

- Staff continue to participate in improvements to the city's Development Review Process and perform continual process improvement. Staff also participated in the selection of the new vendor for a new Electronic Permitting System (EPS).
- Staff began testing use of mobile technology for infield construction documentation and inspection reports. All field staff are performing daily inspections in electronic format.
- All staff are using electronic document review software for all applications and permits.
- All filing for new projects is being performed electronically.
- Participate in updating the City's Engineering Design Manual.

**FY 2020-21 Action Plan:**

- Participate in implementation of a new EPS for permitting work flow process.
- Document Standard Operating Procedures utilizing the same format as Public Works APWA accreditation format.
- Develop an inspection manual to provide for consistency and transparency.
- Evaluate the floodplain program for potential application to become a CRS community.
- Reinitiate underground utility policy project.

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

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

**Program Goal:**

To protect and enhance the livability and economic vitality of Beaverton by effectively planning for our community's transportation future. To assist Public Works in the delivery of the Capital Improvement Plan. To prepare transportation policy and program recommendations for the Mayor and City Council. To support development and redevelopment activities within the Community Development Department and within Beaverton. To effectively engage with public agency partners across the region to position the City to secure funding for transportation investments and develop and implement sound policies for transportation, access and mobility.

**Transportation Planning Division Personnel Services:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.00	4.00	4.00	4.00	0.00
PERSONNEL SERVICES	\$516,147	\$450,620	\$456,417	\$622,627	\$0
MATERIALS & SERVICES	87,880	30,638	384,128	148,765	0
CAPITAL OUTLAY					
TRANSFERS	5,692	5,599	4,954	9,871	0
<b>TOTAL</b>	<b>\$609,719</b>	<b>\$486,857</b>	<b>\$845,499</b>	<b>\$781,263</b>	<b>\$0</b>

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

The Transportation Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

**Program Objectives:**

- Objective #1:** Effectively Plan the City's Transportation System to Support Anticipated Growth and Community Priorities
- Objective #2:** Collaborate with Public Works to implement the Context Sensitive Design Policy in the Delivery of Capital Improvement Projects
- Objective #3:** Collaborate with the Community in Planning Efforts and Lead Public Engagement Activities with an Equity Lens
- Objective #4:** Provide Leadership, Analysis and Technical Support in Local, Regional, and State Transportation Policy, Projects and Programs
- Objective #5:** Maintain and Update the Beaverton Transportation System Plan as a 'living document'

**Progress on FY 2019-20 Action Plan**

FY 2019-20 saw the Transportation Planning Division initiate several significant projects and support community engagement efforts in alignment with the Context Sensitive Design Policy. Accomplishments include:

- Active Transportation Plan (ATP): Initiated implementation actions identified in the ATP, including amendments to the Transportation System Plan. Leading community engagement efforts for two active transportation projects managed by the Engineering Division: the Allen/92<sup>nd</sup> Fanno Creek Trail Project and the Laurelwood Avenue Sidewalk Project;
- Bicycle Advisory Committee (BAC): Staff organized the BAC to support another successful Bike Beaverton;

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

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

- Canyon Road: Partnered with ODOT and Metro to identify design options and funding scenarios for the Canyon Road Streetscape Project;
- Downtown Loop: Scoped the Downtown Loop Streetscape Project and hiring a consultant team to lead the design and community engagement process;
- Electric Vehicle Charging Stations: Coordinated with PGE on construction of the Electric Avenue charging station near Beaverton Town Center;
- Millikan Way Extension Project: Entered into an IGA with Washington County for the transfer of \$9.4 million in Major Streets Improvement Program (MSTIP) funds for the SW Millikan Way Extension Project;
- Rail Safety Improvement Project: Reinitiated work on this project to prepare engineering plans and cost estimates for future capital investments to reduce freight train horn noise in downtown Beaverton;
- Regional Coordination: Transportation Planning also has an important coordination role with partner agencies in Washington County and the Metro region. In FY 2019-20, staff provided technical input in the development of a regional transportation funding measure being considered by the Metro Council for the November 2020 ballot. Staff also provided feedback on the design and public outreach process for Multnomah County’s Earthquake Ready Burnside Bridge Project, which will build a new bridge across the Willamette River, supporting Burnside Road’s role as a “lifeline” route connecting Beaverton to Portland and Gresham.
- South Cooper Mountain Shuttle: Participated on the technical advisory committee for Washington County and Ride Connection’s South Cooper Mountain Shuttle Plan to develop a local transit concept for South Beaverton;
- Transportation System Plan (TSP): Began scoping for an update of the City’s Transportation System Plan with a goal of submitting an application for a state Transportation and Growth Management (TGM) grant in June 2020 to help fund a two-year planning process;
- TV Highway: Collaborated with Washington County on the project development phase of the TV Highway Project to identify roadway investments to improve pedestrian safety and access to transit, provide bus stop amenities, and install new bike lanes on Canyon Road and TV Highway through Beaverton and beyond to Aloha, Hillsboro, Cornelius and Forest Grove;

The Transportation Planning Division welcomed a new manager in May 2019 and is recruiting a new Project Manager 2 to join the team and lead several significant transportation capital projects in downtown.

**FY 2020-21 Action Plan**

In 2020-21, the Transportation Planning Division will initiate the Transportation System Plan Update, a significant citywide planning effort. The TSP Update is expected to take two to three years to complete. The planning process will require the collaboration and participation of staff from CDD, Public Works and other City departments, as well as regional partners including neighboring cities, Washington County, THPRD, and Metro. The TSP Update will also require significant public engagement to identify community priorities and gather feedback on policies, projects and a financial plan. Transportation Planning staff will undertake public engagement activities that aim to meaningfully include people who have historically been underrepresented and will use an equity lens in decision-making. (DEI Plan PE3.2, CP4.2 & HL5.1)

In addition, the Transportation Planning Division has the following activities planned for FY 2020-21:

- Active Transportation Plan (ATP): Complete community engagement efforts for the design phase of the Allen/92nd Fanno Creek Trail Project and the Laurelwood Avenue Sidewalk Project; prepare the community for construction activities (DEI Plan PE1.5);

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

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

- Bicycle Advisory Committee: Serve as staff liaison to the Bicycle Advisory Committee, facilitate monthly meetings, and undertake the annual recruitment process to identify new members for terms starting in 2021 (DEI Plan PE3.1 & PE 5.2)
- Canyon Road: Continue to partner with ODOT and Metro on the Canyon Road Streetscape Project to finalize plans and prepare for construction activities, if approved by City Council (DEI Plan HL5.2);
- Community Planning Coordination: Support other City planning efforts and those of partner agencies in the region including, the Downtown Design Project, the Cooper Mountain Community Plan, Tigard's Washington Square Regional Center Plan Update and Metro's Region Mobility Policy Update (DEI Plan HL5.1);
- Downtown Loop: Develop design alternatives for Downtown Loop Project for community input and prepare a draft plan for BURA and City Council review and approval (DEI Plan HL6.4);
- Electric Vehicle Charging Stations: Provide oversight of privately-owned electric vehicle charging stations in the public right of way;
- Millikan Way Extension Project: Initiate the preliminary design and engineering phase of the SW Millikan Way Extension Project, and engage community members, businesses and property owners in the process (DEI Plan HL6.3);
- Rail Safety Improvement Project: Prepare 60% engineering plans and cost estimates for project and explore funding opportunities to build the project (DEI Plan PE1.5);
- Regional Coordination: Continue to provide staff participation and support for regional committees and initiatives, including the Beaverton School District's Safe Routes to Schools (SRTS) Program; Washington County Coordinating Committee Technical Advisory Committee (WCCC TAC), Metro's Transportation Policy Advisory Committee (TPAC), Metro's Emerging Technology Working Group, and the Westside Transportation Alliance (DEI Plan CP4.2).
- South Cooper Mountain Shuttle: Provide technical input and direction on Washington County and Ride Connection's South Cooper Mountain Shuttle Plan in order to develop a local transit concept for this area of Beaverton (HL5.2);
- Transportation System Plan (TSP): Initiate the Transportation System Plan Update, a significant citywide planning effort. (DEI Plan PE3.2, CP4.2 & HL5.1);
- TriMet Red Line TOD: Provide technical input and support on TriMet's Red Line Next Generation Transit Oriented Development (TOD) Project (DEI Plan HL3.3);
- TV Highway: Continue to collaborate with Washington County to refine the design for the TV Highway Project and pursue funding for preliminary engineering and construction (DEI Plan HL5.2);

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

014	ASSISTANT CDD DIRECTOR				99,230	1.00	12,267	37,355	116,914	1.00	116,914	1.00		
021	FINANCE DIRECTOR										8,526	.05		
022	CDD OPERATIONS MANAGER													
	89,566	1.00	96,151	1.00	101,957	1.00	68,100	68,098	104,205	1.00	82,071	1.00		
023	SR DEVELOPMENT PROJECT MANAGER													
	295,214	3.00	381,066	4.00	433,960	4.00	339,546	432,773	448,068	4.00	448,068	4.00		
024	DEVELOPMENT PROJECT MANAGER													
	67,794	1.00	69,348	1.00	71,058	1.00	56,022	71,195	72,621	1.00	72,621	1.00		
025	DEVELOPMENT PROJECT COORDINATOR													
	102,893	1.35	122,270	1.50	105,775	1.25	86,535	105,608	109,138	1.25	109,158	1.25		
041	COMMUNITY DEVELOPMENT DIRECTOR													
	146,528	.95	149,841	.95	154,830	.95	164,875	198,568	158,261	.95	158,261	.95		
053	SENIOR ENGINEER													
			148,068	.50	58,822	.50	45,636	57,252	60,121	.50	60,121	.50		
059	DEVELOPMENT DIVISION MANAGER													
	123,248	1.00	126,032	1.00	130,225	1.00	101,897	130,226	133,098	1.00	133,098	1.00		
068	ENGINEERING ASSOCIATE													
			22,505	.50	105,747	1.50	79,627	103,050	113,942	1.50	113,186	1.50		
076	OFFICE SUPERVISOR													
	66,948	.90	55,119	.90	66,476	.90	53,227	66,478	69,910	.90	69,910	.90		
081	PLANNING MANAGER													
	166,743	2.00	205,867	2.00	217,585	2.00	169,928	216,981	226,434	2.00	226,434	2.00		
084	PROJECT ENGINEER 1													
			154,518	1.60	162,935	1.60	103,119	125,324	159,114	1.60	149,098	1.60		
085	PROJECT MANAGER 1													
			78,643	1.00	84,470	1.00	64,034	82,858	88,929	1.00	88,929	1.00		
090	ECONOMIC DEVELOPMENT MANAGER													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	111,348	1.00	113,862	1.00	117,649	1.00	92,057	117,650	120,250	1.00	120,250	1.00		
091	PROJECT COORDINATOR													
	135,818	2.00	145,816	2.00	157,058	2.00	122,191	157,027	164,359	2.00	164,359	2.00		
105	SENIOR PLANNER													
	261,100	3.00	265,891	4.00	365,484	4.00	279,893	358,892	379,358	4.00	379,358	4.00		
119	ENG. CONST. INSPECTOR LEAD													
			78,223	1.00	83,157	1.00	63,909	81,371	89,501	1.00	85,020	1.00		
123	ENGINEERING TECH 2													
			159,073	3.00	129,716	2.00	102,233	131,036	139,714	2.00	138,502	2.00		
124	ENGINEERING CONST INSPECTOR													
			163,700	4.00	336,946	4.00	238,876	289,505	287,165	4.00	275,519	4.00		
143	SENIOR FIELD INSPECTOR - ENG													
			90,422	1.00	98,309	1.00	75,965	98,291	104,194	1.00	104,194	1.00		
167	PLANNING DIVISION MANAGER													
	110,471	1.00	117,531	1.00	128,108	1.00	99,405	127,734	133,098	1.00	133,098	1.00		
180	ASSOCIATE PLANNER													
	434,989	7.00	446,140	6.00	480,237	6.00	307,699	410,839	483,419	6.00	479,592	6.00		
181	ASSISTANT PLANNER													
	134,318	2.00	119,055	2.00	130,936	2.00	97,844	125,916	136,272	2.00	136,272	2.00		
186	PROGRAM COORDINATOR													
	70,667	1.50	102,254	2.35	227,671	3.35	119,975	171,947	244,090	3.60	244,087	3.60		
190	BUSINESS DEVELOPMENT LIAISON													
	96,489	1.00	98,670	1.00	101,957	1.00	79,774	101,953	104,205	1.00	104,205	1.00		
192	ASSISTANT CITY ATTORNEY 3													
											7,000	.05		
221	SUPPORT SPECIALIST 2													
	256,430	4.30	286,840	5.80	326,964	5.80	236,226	304,105	337,012	5.80	337,012	5.80		
225	PERMIT TECHNICIAN													
			58,496	1.00	69,472	1.00	54,255	68,077	117,892	2.00	54,932	1.00		
226	PLANNING TECHNICIAN													
	30,243				43,655	1.00	31,483	42,107	52,707	1.00	52,707	1.00		

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
250	PROJECT MANAGER 2													
					39,180	1.00		7,950	98,400	1.00	97,176	1.00		
257	PRINCIPAL PLANNER - TRANS.													
	111,348	1.00	94,560	1.00	97,997	1.00	83,515	107,608	115,486	1.00	115,486	1.00		
272	SENIOR TRANSPORTATION PLANNER													
	90,916	1.00	97,591	1.00	105,824	1.00	79,628	101,807	106,201	1.00	106,201	1.00		
275	TEMPORARY EMPLOYEES													
	19,657		42,105		7,340		15,706	7,340						
278	PERMIT COORDINATOR													
					11,353	1.00		11,353			66,816	1.00		
283	APPLICATIONS DEVELOPMENT MANAGER													
					21,892	.75		5,530	71,833	.75	69,269	.75		
290	SITE DEVELOPMENT DIVISION MANAGER													
			71,548	1.00	130,592	1.00	99,405	127,734	133,098	1.00	133,098	1.00		
299	PAYROLL TAXES AND FRINGES													
	1,322,850		2,074,900		2,788,030		2,000,760	2,534,480	2,988,069		2,974,480			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	4,245,578	36.00	6,236,105	54.10	7,792,597	59.60	5,625,612	7,186,018	8,267,078	59.85	8,215,028	59.95		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	1,892		2,176		4,300		3,635	4,200	4,300		4,300			
303	OFFICE FURNITURE & EQUIPMENT													
	4,973		12,182		14,840		7,518	10,824	22,095		11,820			
304	DEPARTMENT EQUIPMENT EXPENSE													
			3,071		3,600		416	900	1,800		1,650			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,913		4,025		3,795		2,554	3,095	4,745		3,945			
307	MEMBERSHIP FEES													
	62,908		73,810		86,621		63,862	71,445	89,057		75,033			

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
308	PERIODICALS & SUBSCRIPTIONS													
	788		612		1,539		379	425	3,388		3,388			
316	ADVERTISING, RECORDING & FILING													
	8,783		10,514		10,300		9,363	10,000	10,300		10,300			
317	COMPUTER EQUIPMENT													
	7,888		10,427		31,283		9,214	17,849	20,513		4,400			
318	COMPUTER SOFTWARE													
	30,482		20,001		43,968		11,833	44,989	69,265		28,221			
321	TRAVEL, TRAINING & SUBSISTENCE													
	72,516		57,508		88,820		50,264	51,221	147,660		33,510			
325	COMMUNITY EVENTS EXPENSE													
	38,984		38,419		61,000		48,375	60,502	80,500		32,000			
328	MEALS & RELATED EXPENSE													
	9,378		7,788		10,600		5,949	6,551	10,100		7,000			
330	MILEAGE REIMBURSEMENT													
	3,069		2,052		2,850		772	1,265	2,750		2,000			
341	COMMUNICATIONS EXPENSE													
	9,973		17,352		17,970		12,670	16,600	19,000		20,200			
342	DATA COMMUNICATION EXPENSE													
			5,695		3,840		2,161	3,360	4,080		3,600			
361	UNIFORMS & SPECIAL CLOTHING													
			3,455		3,500		2,541	3,500	4,840		4,840			
377	PUBLIC RELATIONS EXPENSE													
	12,413		22,510		33,300		5,665	28,200	44,500		44,500			
378	WORKFORCE ASSISTANCE EXPENSE													
	11,000				40,000			10,000	40,000		20,000			
414	EPA BROWN FIELDS GRANT EXPENSE													
	111,763				50,000		50,020	50,000	50,000		50,000			
421	STREET FURNITURE EXPENSE													
	5,842													
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	404,263		359,918		409,023		380,174	395,000	382,500		332,500			
461	SPECIAL EXPENSE													
	2,204		1,647		1,750		37	309	1,750		850			
481	OTHER EXPENSES													
	2,321		3,013		3,200		1,142	2,500	3,400		3,400			
505	METRO HOUSING BOND ADMIN EXP													
							1,500	1,500	102,165		102,165			
506	AFFORDABLE HOUSING PROGRAM													
	148,372		234,569		749,440		582,969	506,440	1,305,000		770,000			
509	ACQUISITION DUE DILIGENCE EXP													
	102,632				50,000				50,000		25,000			
511	PROFESSIONAL SERVICES													
	511,679		463,926		1,694,956		918,788	833,833	1,780,440		792,640			
516	BUSINESS STOREFRONT IMPROV EXP													
	48,262		122,227		186,377		156,907	176,907	147,500		75,000			
519	DEV. FEASIBILITY ASSISTANCE													
	38,555		53,633		80,000		30,000	55,000	100,000		50,000			
523	BOARDS & COMMISSIONS EXPENSES													
	1,936		2,343		3,500		1,764	2,200	4,500		4,500			
524	PARKING PROGRAM DEV AND OPERATIONS													
									320,000		115,000			
531	COVID19 BUS ASSISTANCE PRGM EXP													
							207,789	350,000						
533	COVID-19 RESPONSE													
								420,000						
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,654,789		1,532,873		3,690,372		2,568,261	3,138,615	4,826,148		2,631,762			

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
			72,173		53,000		50,243	50,243	29,130					
675	COMPUTER SOFTWARE PACKAGES													
					750,000			300,000	782,000		396,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
			72,173		803,000		50,243	350,243	811,130		396,000			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	74,309		81,481		80,369		51,574	80,369	96,395		96,395			
817	TRSFERS TO GARAGE FUND													
			40,312		35,733		26,971	35,733	60,688		60,688			
818	TRSFERS TO ISD-ALLOCATED													
											42,419			
TOTAL CLASS: 25 TRANSFERS														
	74,309		121,793		116,102		78,545	116,102	157,083		199,502			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT													
					64,273				61,864		61,864			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					64,273				61,864		61,864			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	5,974,676	36.00	7,962,944	54.10	12,466,344	59.60	8,322,661	10,790,978	14,123,303	59.85	11,504,156	59.95		

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**COMMUNITY DEVELOPMENT  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
14	ASSISTANT CDD DIRECTOR	0.00	1.00					1.00
21	FINANCE DIRECTOR	0.00	0.00					0.00
22	CDD OPERATIONS MANAGER	1.00	1.00					1.00
23	SR DEVELOPMENT PROJECT MANAGER	4.00	4.00					4.00
24	DEVELOPMENT PROJECT MANAGER	1.00	1.00					1.00
25	DEVELOPMENT PROJECT COORDINATO	1.50	1.25					1.25
41	COMMUNITY DEVELOPMENT DIRECTOR	0.95	0.95					0.95
53	SENIOR ENGINEER	0.50	0.50					0.50
59	DEVELOPMENT DIVISION MANAGER	1.00	1.00					1.00
68	ENGINEERING ASSOCIATE	0.50	1.50					1.50
76	OFFICE SUPERVISOR	0.90	0.90					0.90
81	PLANNING MANAGER	2.00	2.00					2.00
84	PROJECT ENGINEER 1	1.60	1.60					1.60
85	PROJECT MANAGER 1	1.00	1.00					1.00
90	ECONOMIC DEVELOPMENT MANAGER	1.00	1.00					1.00
91	PROJECT COORDINATOR	2.00	2.00					2.00
105	SENIOR PLANNER	4.00	4.00					4.00
119	ENG. CONST. INSPECTOR LEAD	1.00	1.00					1.00
123	ENGINEERING TECH 2	3.00	2.00					2.00
124	ENGINEERING CONST INSPECTOR	4.00	4.00					4.00
143	SENIOR FIELD INSPECTOR - ENG	1.00	1.00					1.00
167	PLANNING DIVISION MANAGER	1.00	1.00					1.00
180	ASSOCIATE PLANNER	6.00	6.00					6.00
181	ASSISTANT PLANNER	2.00	2.00					2.00
186	PROGRAM COORDINATOR	2.35	3.35					3.35
190	BUSINESS DEVELOPMENT LIAISON	1.00	1.00					1.00
192	ASSISTANT CITY ATTORNEY 3	0.00	0.00					0.00
221	SUPPORT SPECIALIST 2	5.80	5.80					5.80
225	PERMIT TECHNICIAN	1.00	1.00					1.00
226	PLANNING TECHNICIAN	0.00	1.00					1.00
250	PROJECT MANAGER 2	0.00	1.00					1.00
257	PRINCIPAL PLANNER - TRANS.	1.00	1.00					1.00
272	SENIOR TRANSPORTATION PLANNER	1.00	1.00					1.00
278	PERMIT COORDINATOR	0.00	1.00					1.00
283	APPLICATIONS DEVELOPMENT MANAG	0.00	0.75					0.75
290	SITE DEVELOPMENT DIVISION MANA	1.00	1.00					1.00
	<b>Total</b>	<b>54.10</b>	<b>59.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59.60</b>

### FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
14	ASSISTANT CDD DIRECTOR	1.00					1.00
21	FINANCE DIRECTOR	0.00		0.05 <sup>a</sup>			0.05
22	CDD OPERATIONS MANAGER	1.00					1.00
23	SR DEVELOPMENT PROJECT MANAGER	4.00					4.00
24	DEVELOPMENT PROJECT MANAGER	1.00					1.00
25	DEVELOPMENT PROJECT COORDINATOR	1.25					1.25
41	COMMUNITY DEVELOPMENT DIRECTOR	0.95					0.95
53	SENIOR ENGINEER	0.50					0.50
59	DEVELOPMENT DIVISION MANAGER	1.00					1.00
68	ENGINEERING ASSOCIATE	1.50					1.50
76	OFFICE SUPERVISOR	0.90					0.90
81	PLANNING MANAGER	2.00					2.00
84	PROJECT ENGINEER 1	1.60					1.60
85	PROJECT MANAGER 1	1.00					1.00
90	ECONOMIC DEVELOPMENT MANAGER	1.00					1.00
91	PROJECT COORDINATOR	2.00					2.00
105	SENIOR PLANNER	4.00					4.00
119	ENG. CONST. INSPECTOR LEAD	1.00					1.00
123	ENGINEERING TECH 2	2.00					2.00
124	ENGINEERING CONST INSPECTOR	4.00					4.00
143	SENIOR FIELD INSPECTOR - ENG	1.00					1.00
167	PLANNING DIVISION MANAGER	1.00					1.00
180	ASSOCIATE PLANNER	6.00					6.00
181	ASSISTANT PLANNER	2.00					2.00
186	PROGRAM COORDINATOR	3.35		0.25 <sup>a</sup>			3.60
190	BUSINESS DEVELOPMENT LIAISON	1.00					1.00
192	ASSISTANT CITY ATTORNEY 3	0.00		0.05 <sup>c</sup>			0.05
221	SUPPORT SPECIALIST 2	5.80					5.80
225	PERMIT TECHNICIAN	1.00					1.00
226	PLANNING TECHNICIAN	1.00					1.00
250	PROJECT MANAGER 2	1.00					1.00
257	PRINCIPAL PLANNER - TRANS.	1.00					1.00
272	SENIOR TRANSPORTATION PLANNER	1.00					1.00
278	PERMIT COORDINATOR	1.00					1.00
283	APPLICATIONS DEVELOPMENT MANAGER	0.75					0.75
290	SITE DEVELOPMENT DIVISION MANAGER	1.00					1.00
	<b>Total</b>	<b>59.60</b>	<b>0.00</b>	<b>0.35</b>	<b>0.00</b>	<b>0.00</b>	<b>59.95</b>

<sup>a</sup> FY 2020-21 reflects reallocation of 5% of the Finance Director position to the Community Development Department's new BURA Program Administration program.

<sup>b</sup> FY 2020-21 reflects reallocation of a Program Coordinator position that is partially allocated in the Community Development Block Grant Fund to more accurately reflect the position's time.

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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

014	ASSISTANT CDD DIRECTOR				99,230	1.00	37,355	116,914	1.00	116,914	1.00		
022	CDD OPERATIONS MANAGER												
	89,566	1.00	96,151	1.00	101,957	1.00	68,098	104,205	1.00	82,071	1.00		
041	COMMUNITY DEVELOPMENT DIRECTOR												
	146,528	.95	149,841	.95	154,830	.95	198,568	158,261	.95	149,933	.90		
076	OFFICE SUPERVISOR												
	66,948	.90	55,119	.90	66,476	.90	66,478	69,910	.90	69,910	.90		
221	SUPPORT SPECIALIST 2												
	181,910	3.30	221,479	4.80	259,388	4.80	238,640	274,012	4.80	274,012	4.80		
275	TEMPORARY EMPLOYEES												
			20,339		7,340		7,340						
283	APPLICATIONS DEVELOPMENT MANAGER												
					21,892	.75	5,530	71,833	.75	69,269	.75		
299	PAYROLL TAXES AND FRINGES												
	231,863		266,598		397,275		314,608	406,347		385,961			

TOTAL CLASS: 05 PERSONNEL SERVICES

	716,815	6.15	809,527	7.65	1,108,388	9.40	936,617	1,201,482	9.40	1,148,070	9.35		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,892		2,103		4,200		4,200	4,200		4,200			
303	OFFICE FURNITURE & EQUIPMENT												
	590		3,769		1,600		1,600	2,560		1,935			
304	DEPARTMENT EQUIPMENT EXPENSE												
			128		300			300		150			
305	SPECIAL DEPARTMENT SUPPLIES												
	826		516		700		650	700		700			
307	MEMBERSHIP FEES												
	5,491		5,679		6,340		5,271	7,061		3,712			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 014 ASSISTANT CDD DIRECTOR  
 FY 19-20 REFLECTS A NEW ASSISTANT CDD DIRECTOR POSITION.  
 FY 19-20 ESTIMATE REFLECTS A REDUCTION DUE TO POSITION VACANCY.
- 022 CDD OPERATIONS MANAGER
- 041 COMMUNITY DEVELOPMENT DIRECTOR  
 POSITION IS FUNDED .05 FTE IN BUILDING FUND  
 FY 2019-20 REFLECTS 592 HRS PTO CASH-IN.  
 FY 2020-21 REFLECTS POSITION ALLOCATION CHANGING FROM 95% CDD ADMIN AND 5% BUILDING FUND  
 TO 90% CDD ADMIN, 5% BUILDING FUND AND 5% CDD - BURA PROGRAM ADMIN PROGRAM 0696.
- 076 OFFICE SUPERVISOR  
 POSITION FUNDED .10 FTE IN BUILDING FUND
- 221 SUPPORT SPECIALIST 2  
 ONE SS2 POSITION FUNDED .20 FTE FROM BUILDING FUND  
 FY 2019-20 REFLECTS 38 HRS PTO CASH-IN.
- 275 TEMPORARY EMPLOYEES
- 283 APPLICATIONS DEVELOPMENT MANAGER  
 FY 2019-20 REFLECTS MID-YEAR ESTABLISHMENT OF A 2-YEAR LIMITED DURATION 1 FTE APPLICATION  
 DEVELOPMENT MANAGER TO OVERSEE IMPLEMENTATION OF THE NEW ELECTRONIC PERMITTING  
 SYSTEM. THE POSITION IS ALLOCATED 75% GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.  
 AND 25% BUILDING FUND, PROGRAM 0664.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE DEPARTMENT \$4,200
- 303 OFFICE FURNITURE & EQUIPMENT  
 DUAL MONITOR ARMS (2 STAFF X \$200) \$400  
 SIT-STAND BASE (3 STAFF X \$495) \$1,485  
 UNDER DESK MOUNT (32 STAFF X \$25) \$50
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 CALCULATORS, ETC. \$150
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS EXPENSES NOT COVERED IN 301, I.E. BATTERIES  
 BOTTLED WATER FOR PERMIT CENTER LOBBY (DISPENSER PLUS 5-GALLON WATER BOTTLES  
 DELIVERED) \$700
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION (APA) AND OREGON APA CHAPTER (DIR; ASST. DIR, OPS MGR) \$1,072  
 (DIRECTOR \$431 + \$105; ASSISTANT DIRECTOR \$431 + \$105; OPS MANAGER \$394 + \$95)  
 URBAN LAND INSTITUTE (ULI) ADMIN PAYING MEMBERSHIPS FOR ALL OF CDD \$2,640  
 (4 FULL @ \$560 EACH (INCLUDES 8 ASSOCIATE) + 4 ASSOCIATE @ \$100 EACH)

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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
308	PERIODICALS & SUBSCRIPTIONS												
	471		317		590			928		928			
317	COMPUTER EQUIPMENT												
	2,066		286		10,659		10,659	3,137		400			
318	COMPUTER SOFTWARE												
	1,253				5,017		5,017	32,346		5,346			
321	TRAVEL, TRAINING & SUBSISTENCE												
	10,491		8,167		14,100		10,974	38,625		6,000			
328	MEALS & RELATED EXPENSE												
	3,589		2,699		4,500		3,000	4,500		2,500			
330	MILEAGE REIMBURSEMENT												
	298		156		500		400	750		500			
341	COMMUNICATIONS EXPENSE												
	1,395		1,509		3,170		1,900	3,000		3,000			
481	OTHER EXPENSES												
	2,321		3,013		3,200		2,500	3,400		3,400			
511	PROFESSIONAL SERVICES												
	67,941		75,161		181,000		100,000	158,450		83,650			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	98,624		103,503		235,876		146,171	259,957		116,421			
CLASS: 15 CAPITAL OUTLAY													
675	COMPUTER SOFTWARE PACKAGES												
					750,000		300,000	782,000		396,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
					750,000		300,000	782,000		396,000			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	6,737		8,144		4,954		4,954	7,549		7,549			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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308	PERIODICALS & SUBSCRIPTIONS DAILY JOURNAL OF COMMERCE, PRINT & DIGITAL (2 X \$249/YEAR FOR DIR. & ASST. DIR.) \$498 PORTLAND BUSINESS JOURNAL, DIGITAL (2 X \$115/YEAR FOR DIR. & ASST. DIR.) \$230 PERIODICALS, BOOKS, ETC. \$200	
317	COMPUTER EQUIPMENT MONITOR 27 INCH \$400	
318	COMPUTER SOFTWARE MICROSOFT VISIO (X1) \$346 RENEWAL \$2,699 PLUS \$2,301 FOR LICENSES ADDED IN MARCH 2020 \$5,000	
321	TRAVEL, TRAINING & SUBSISTENCE BUDGET INCREASE DUE TO NEW HR COST SHARE PROGRAM, DEI, AND INCREASES IN STAFF PROFESSIONAL ORGANIZATION CONFERENCES AND MEETINGS URBAN LAND INSTITUTE (ULI) FALL MEETING, SAN FRANCISCO, CA (1 STAFF X \$3,000) \$3,000 HUMAN RESOURCES TRAINING COST SHARE NW PUBLIC EMPLOYEES DIVERSITY CONF HR PRESENTED OPPORTUNITY (4 STAFF X \$125) \$500 TRAINING TO MEET WORK NEEDS AS IDENTIFIED THROUGHOUT THE YEAR MISCELLANEOUS TRAINING (8 STAFF) \$2,500	
328	MEALS & RELATED EXPENSE MEALS RELATED TO TRAINING, INTER-JURISDICTIONAL MEETINGS, BUSINESS MEETINGS, ETC. \$2,000 MEALS RELATED TO DEVELOPMENT REVIEW PROCESS MEETINGS, WORKSHOPS, ETC. (PHASE 4) \$500	
330	MILEAGE REIMBURSEMENT MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL \$500	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES (5 STAFF X (\$50/MONTH X 12 MONTHS = \$600/YEAR)) \$3,000 (DIRECTOR, ASSIST DIRECTOR, OPS MGR, OFFICE SUPERVISOR, LD IMPLEMENTATION PM)	
481	OTHER EXPENSES DEPT-WIDE TEAMBUILDING FUNCTIONS (85 FTE X \$40 PER FTE) \$3,400	
511	PROFESSIONAL SERVICES TEMPORARY HELP \$3,000 DRP - RFP CONSULTANT CONT'D (75 ADMIN/25 BLDG) \$8,100 (CARRY FORWARD FY2020 ENCUMBERED UNSPENT OF \$10,800 X 75%) DRP - EPS IMPLEMENT & TRAINING (75 ADMIN/25 BLDG) \$32,550 (CARRY FORWARD FY2020 UNSPENT OF \$2,550 + NEW \$32,000) DRP - PHASE 4 - CONSULTANT NEW; EX. FEE STRUCTURE EVALUATION (75 ADMIN/25 BLDG) \$30,000 (CARRY FORWARD FY2020 UNSPENT OF \$15,000 + NEW \$15,000) OD - MGMT RETREAT FACILITATOR; HOGAN ASSESSMENTS; TEAM BUILDING; DEI IMPLEMENTATION \$10,000 (CARRY FORWARD FY2020 ENCUMBERED UNSPENT OF \$4,000 + NEW \$6,000)	
675	COMPUTER SOFTWARE PACKAGES DEVELOPMENT REVIEW (DRP) IMPROVEMENTS DRP - ELECTRONIC PERMITTING SYSTEM (75 ADMIN/25 BUILDING) \$364,000 BLUEBEAM REVU: ADD 50 LICENSES DUE TO INCREASED DEMAND ACROSS THE CITY & UPGRADE CAP. \$32,000 (QUOTES FROM BLUEBEAM JAN 2020: 25 LICENSES = \$15,968.75; 50 LICENSES = \$31,192.50)	
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES \$7,549 FUNDING FOR THE FOLDER/INSERTER MACHINE TO BE USED FOR MAILING LAND USE NOTICES	

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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

818 TRSFERS TO ISD-ALLOCATED

42,419

TOTAL CLASS: 25 TRANSFERS

6,737	8,144	4,954	4,954	7,549	49,968
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TOTAL PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

822,176	6.15	921,174	7.65	2,099,218	9.40	1,387,742	2,250,988	9.40	1,710,459	9.35
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### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

818 TRSFERS TO ISD-ALLOCATED  
75% OF NEW SYSTEMS ANALYST POSITION DEDICATED TO THE DRP PROJECT \$42,419



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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

090	ECONOMIC DEVELOPMENT MANAGER												
	111,348	1.00	113,862	1.00	117,649	1.00	117,650	120,250	1.00	120,250	1.00		
091	PROJECT COORDINATOR												
	135,818	2.00	145,816	2.00	157,058	2.00	157,027	164,359	2.00	164,359	2.00		
190	BUSINESS DEVELOPMENT LIAISON												
	96,489	1.00	98,670	1.00	101,957	1.00	101,953	104,205	1.00	104,205	1.00		
299	PAYROLL TAXES AND FRINGES												
	153,170		169,767		194,533		191,508	202,410		202,410			

TOTAL CLASS: 05 PERSONNEL SERVICES

	496,825	4.00	528,115	4.00	571,197	4.00	568,138	591,224	4.00	591,224	4.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					350		350	200		200			
305	SPECIAL DEPARTMENT SUPPLIES												
	45		11		45		45	45		45			
307	MEMBERSHIP FEES												
	44,505		50,795		50,640		48,000	52,265		50,640			
308	PERIODICALS & SUBSCRIPTIONS												
	280		295		360		325	360		360			
318	COMPUTER SOFTWARE												
	26,964		19,245		34,918		34,918	35,131		21,087			
321	TRAVEL, TRAINING & SUBSISTENCE												
	24,837		7,669		14,650		7,850	14,400		5,000			

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

090 ECONOMIC DEVELOPMENT MANAGER

091 PROJECT COORDINATOR

190 BUSINESS DEVELOPMENT LIAISON

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

303 OFFICE FURNITURE & EQUIPMENT  
 ERGONOMIC EQUIPMENT FOR STAFF \$200

305 SPECIAL DEPARTMENT SUPPLIES  
 SPECIAL DEPARTMENT SUPPLIES SUCH AS MAPS, TITLE REPORTS, COURIER SERVICES, \$45

307 MEMBERSHIP FEES  
 OREGON ECONOMIC DEVELOPMENT ASSOCIATION \$750  
 INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL \$450  
 GREATER PORTLAND, INC. \$25,000  
 TECHNOLOGY ASSOCIATION OF OREGON \$850  
 OREGON BIOSCIENCE ASSOCIATION \$850  
 WESTSIDE ECONOMIC ALLIANCE \$8,640  
 OREGON ENTREPRENEURS NETWORK \$5,000  
 NATIONAL ASSOCIATION OF OFFICE AND INDUSTRIAL PROPERTIES \$475  
 INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) \$175  
 CHAMBER SPONSORSHIPS \$8,450

308 PERIODICALS & SUBSCRIPTIONS  
 PORTLAND BUSINESS JOURNAL DIGITAL (FOUR DIGITAL SUBSCRIPTIONS) \$360

318 COMPUTER SOFTWARE  
 COSTAR \$7,137  
 ESRI BUSINESS ANALYST \$4,500  
 COSTAR TENANT \$3,700  
 VERTICAL EMAIL \$350  
 D & B HOVER \$5,400

321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAVEL AND SUBSISTENCE FOR STAFF TO ATTEND CONFERENCES \$4,000  
 PROFESSIONAL TRAINING EXPENSES \$1,000

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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												
	38,181		36,726		56,500		56,500	64,500		25,500			
328	MEALS & RELATED EXPENSE												
	2,037		1,164		1,500		400	1,000		900			
330	MILEAGE REIMBURSEMENT												
	626		603		900		600	800		400			
341	COMMUNICATIONS EXPENSE												
	2,250		1,990		1,800		1,800	1,800		1,800			
377	PUBLIC RELATIONS EXPENSE												
	11,966		22,510		32,800		28,200	37,000		37,000			
378	WORKFORCE ASSISTANCE EXPENSE												
	11,000				40,000		10,000	40,000		20,000			
414	EPA BROWN FIELDS GRANT EXPENSE												
	111,763				50,000		50,000	50,000		50,000			
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES												
	404,263		359,918		409,023		395,000	382,500		332,500			
511	PROFESSIONAL SERVICES												
	137,003		118,616		149,572		125,000	152,000		129,000			
531	COVID19 BUS ASSISTANCE PRGM EXP												
							350,000						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	815,720		619,542		843,058		1,108,988	832,001		674,432			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	8,578		8,982		6,606		6,606	6,969		6,969			
TOTAL CLASS: 25 TRANSFERS													
	8,578		8,982		6,606		6,606	6,969		6,969			
TOTAL PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM													

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

325	COMMUNITY EVENTS EXPENSE COMMERCIAL CORRIDOR SEED FUND FOR CAPACITY BUILDING AND PROGRAMMING \$5,000 CITYWIDE IMPLEMENTATION AND PROGRAMMING OF MAIN STREET PROGRAM; TECHNICAL ASSISTANCE AND PARTNER SUPPORT TO SMALL BUSINESS SERVICE PROVIDERS \$8,000 BUSINESS EVENT SPONSORSHIP (TECHNOLOGY ASSOCIATION OF OREGON, BUSINESS OREGON, WESTSIDE ECONOMIC ALLIANCE, MICROENTERPRISE SERVICE OF OREGON, ADELANTE MUJERES, BEST HQ, SMALL BUSINESS DEVELOPMENT CENTER, SMALL BUSINESS ASSOCIATION, CHAMBER OF COMMERCE, ETC.) \$10,000 SIGNATURE EVENTS FOR KEY INITIATIVES: RESTAURANTS AND INNOVATION \$2,500
328	MEALS & RELATED EXPENSE MEALS AND EXPENSES FOR BUSINESS RETENTION/RECRUITMENT AND PARTNER MEETINGS \$900
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$400
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF \$1,800
377	PUBLIC RELATIONS EXPENSE BRANDING FOR OLD TOWN AND BEAVERTON CENTRAL \$12,000 PROGRAM UPDATES, COLLATERAL DESIGN, SURVEYING, PROMOTIONAL ITEMS \$2,500 RESTAURANT WEEK PROMOTION EXPENSES \$10,000 SOCIAL MEDIA MATCHING GRANTS FOR SMALL BUSINESS PROMOTION \$12,500
378	WORKFORCE ASSISTANCE EXPENSE STRATEGIC WORKFORCE TRAINING INITIATIVES THROUGH PUBLIC AND PRIVATE PARTNERSHIPS \$20,000
414	EPA BROWN FIELDS GRANT EXPENSE BROWNFIELD ASSESSMENT GRANT (REVENUE BACKED THROUGH EPA GRANT) \$50,000
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES OREGON TECHNOLOGY BUSINESS CENTER (OTBC) ANNUAL OPERATIONS SUPPORT \$160,000 BEAVERTON TECHNOLOGY START-UP CHALLENGE \$50,000 WATSON BUILDING/DHC SUBLEASE PAYMENTS (REVENUE BACKED THROUGH LEASE PAYMENTS FROM RFPIO) WITH THE LEASE AT THE WATSON BUILDING TERMINATING JANUARY 2021 \$55,000 BEAVERTON DOWNTOWN ASSOCIATION EXECUTIVE DIRECTOR (REMAINDER OF SALARY AND BENEFITS PAID BY BEAVERTON DOWNTOWN ASSOCIATION) \$52,500 EXPANSION AND RECRUITMENT INCENTIVES FOR STRATEGIC TRADED SECTOR BUSINESSES AND RESTAURANTS \$15,000
511	PROFESSIONAL SERVICES RESTAURANT STRATEGY IMPLEMENTATION CONSULTANTS (IN COORDINATION WITH DEV DIV) \$9,000 IMPACT BEAVERTON CONTRACT WITH THE BEAVERTON CHAMBER OF COMMERCE \$90,000 SMALL BUSINESS SUPPORT THROUGH IDA PILOT PROJECT WITH IMPACT BEAVERTON \$20,000 BUSINESS PLAN BASICS SERIES FOR MICRO BUSINESSES WITH IMPACT BEAVERTON \$5,000 SPONSOR WORKFORCE / JOB SEEKER TRAINING AND BUSINESS EDUCATION WORKSHOPS \$5,000
531	COVID19 BUS ASSISTANCE PRGM EXP FY 19-20: PHASE 1 COVID 19 EMERGENCY BUSINESS ASSISTANCE PROGRAM \$250,000 PHASE 2 COVID 19 OPERATING CAPITAL RECOVERY \$100,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$6,969

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	1,321,123	4.00	1,156,639	4.00	1,420,861	4.00	1,683,732	1,430,194	4.00	1,272,625	4.00		

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

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

023 SR DEVELOPMENT PROJECT MANAGER  
 211,479 2.00 331,437 3.00 433,960 4.00 432,773 448,068 4.00 196,023 1.75

024 DEVELOPMENT PROJECT MANAGER  
 67,794 1.00 69,348 1.00 71,058 1.00 71,195 72,621 1.00 72,621 1.00

025 DEVELOPMENT PROJECT COORDINATOR  
 102,893 1.35 122,270 1.50 105,775 1.25 105,608 109,138 1.25 64,404 .75

059 DEVELOPMENT DIVISION MANAGER  
 123,248 1.00 126,032 1.00 130,225 1.00 130,226 133,098 1.00 99,824 .75

186 PROGRAM COORDINATOR  
 70,667 1.50 102,254 2.35 227,671 3.35 171,947 244,090 3.60 161,412 2.35

221 SUPPORT SPECIALIST 2  
 15,935

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES  
 311,873 422,686 581,707 520,996 608,012 352,236

TOTAL CLASS: 05 PERSONNEL SERVICES

903,889 6.85 1,174,027 8.85 1,550,396 10.60 1,432,745 1,615,027 10.85 946,520 6.60

CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT  
 589 3,092 2,865 900 2,000 1,000

305 SPECIAL DEPARTMENT SUPPLIES  
 219 269 300 150 1,300 500

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 023 SR DEVELOPMENT PROJECT MANAGER  
 1 FTE SR. DEVELOPMENT PROJECT MANAGER POSITION IS FUNDED BY A25% TRANSFER FROM THE BURA FUND TO THE CITY'S GENERAL FUND  
 FY 18-19 REFLECTS ADDING 1 FTE SR. DEVELOPMENT PROJECT MANAGER FOR THE AFFORDABLE HOUSING PROGRAM  
 FY 2019-20 REFLECTS TRANSFERRING 1 FTE SR. DEVELOPMENT PROJECT MANAGER BACK TO THE DEVELOPMENT DIVISION FROM THE TRANSPORTATION DIVISION AND THIS POSITION IS FUNDED BY A 75% TRANSFER FROM THE BURA FUND TO THE CITY'S GENERAL FUN  
 FY 2020-21 REFLECTS TRANSFERRING 2.25 FTE SR. DEVELOPMENT PROJECT MANAGER TO THE NEW CDD PROGRAM: BURA PROGRAM ADMINISTRATION PROGRAM0696.
- 024 DEVELOPMENT PROJECT MANAGER
- 025 DEVELOPMENT PROJECT COORDINATOR  
 ONE DEV. PROJECT COORDINATOR POSITION IS ALLOCATED:  
 50% GENERAL FUND - COMMUNITY DEV. DEPT. AND50% CDBG FUND.  
 FY 2019-20 REFLECTS RE-ALLOCATION OF THE POSITION TO:  
 25% GENERAL FUND - COMMUNITY DEV. DEPT. AND75% CDBG FUND.  
 FY 2019-20 REFLECTS 24 HRS PTO CASH-IN.  
 FY 2020-21 REFLECTS TRANSFERRING .50 FTE DEV PROJECT COORDINATOR POSITION TO THE NEW CDD PROGRAM: BURA PROGRAM ADMINISTRATION PROGRAM0696.
- 059 DEVELOPMENT DIVISION MANAGER  
 FY 2020-21 REFLECTS TRANSFERRING .25 FTE DEV DIVISION MANAGER POSITION TO THE NEW CDD PROGRAM: BURA PROGRAM ADMINISTRATION PROGRAM0696.
- 186 PROGRAM COORDINATOR  
 FY 18-19 REFLECTS MID-YEAR ESTABLISHMENT OF 1 FTE PROGRAM COORDINATOR THAT IS ALLOCATED 85% GENERAL FUND - CDD DEVELOPMENT PROGRAM & 15% COMMUNITY DEV BLOCK GRANT FUND.  
 FY 19-20 REFLECTS A NEW 1 FTE PROGRAM COORDINATOR POSITION (50% OF THE POSITION IS TO BE CHARGED TO THE BURA FUND IN INTERFUND TRANSFERS).  
 FY 2020-21 REFLECTS REALLOCATION OF PROGRAM COORDINATOR POSITION BETWEEN GENERAL FUND AND CDBG FUND.  
 FY 2020-21 ALSO REFLECTS TRANSFERRING 1.25 FTE PROGRAM COORDINATOR POSITION TO THE NEW CDD PROGRAM: BURA PROGRAM ADMINISTRATION PROGRAM0696.
- 221 SUPPORT SPECIALIST 2
- 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 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  
 MICELLANEOUSE EQUIPMENT NEEDS \$1,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 PROJECT MANAGEMENT SUPPLIES, PARKING PERMITS AND SIGNS, AND CELL PHONE COVERS AS NEEDED \$500

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

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												
	2,243		1,408		4,321		3,000	4,936		4,936			
308	PERIODICALS & SUBSCRIPTIONS												
	17				389			1,500		1,500			
316	ADVERTISING,RECORDING & FILING												
			326		300			300		300			
317	COMPUTER EQUIPMENT												
	645		3,251		3,228		1,532						
318	COMPUTER SOFTWARE												
					830		1,550						
321	TRAVEL,TRAINING & SUBSISTENCE												
	9,455		10,535		12,550		9,000	16,725		1,275			
325	COMMUNITY EVENTS EXPENSE												
	147		1,014		4,000		4,000	12,000		5,000			
328	MEALS & RELATED EXPENSE												
	1,254		1,764		2,500		2,013	2,500		1,500			
330	MILEAGE REIMBURSEMENT												
			47		200		65	200		100			
341	COMMUNICATIONS EXPENSE												
	2,370		2,989		4,200		4,200	4,800		6,000			
505	METRO HOUSING BOND ADMIN EXP												
							1,500	102,165		102,165			
506	AFFORDABLE HOUSING PROGRAM												
	148,372		234,569		749,440		506,440	1,305,000		770,000			
509	ACQUISITION DUE DILIGENCE EXP												
	102,632				50,000			50,000		25,000			
511	PROFESSIONAL SERVICES												

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

307	MEMBERSHIP FEES HOUSING ALLIANCE \$1,500 NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT ORGANIZATIONS\$680 APA MEMBERSHIP RENEWAL\$432 PIPTA MEMBERSHIP RENEWAL\$50 PROJECT MANAGEMENT INSTITUTE \$154 COMMERCIAL REAL ESTATE WOMEN (CREW)\$385 INTERNATIONAL ASSOCIATION OF PUBLIC PARTICIPATION - TWO MEMBERSHIP\$360 MISC TRADE ASSOCIATION MEMBERSHIPS FOR COBID EFFORTS (SPLIT 25%/75% WITH METRO ADMIN 505) \$1,375
308	PERIODICALS & SUBSCRIPTIONS COSTAR LICENSE \$1,500
316	ADVERTISING,RECORDING & FILING PUBLIC NOTICES, ADVERTISEMENTS, ETC. \$300
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE
321	TRAVEL,TRAINING & SUBSISTENCE URBAN LAND INSTITUTE (ULI) EMERGING TRENDS \$525 MISCELLANEOUS PARKING AND REAL ESTATE TRAININGS AND WEBINARS\$750
325	COMMUNITY EVENTS EXPENSE PARKING, REDEVELOPMENT, AND HOUSING COMMUNITY EVENTS, INCLUDING HTAG COSTS INCLUDE SPACE RENTAL, EVENT SUPPLIES, MEALS, CHILDCARE, INTERPRETATION SERVICES, ETC \$5,000
328	MEALS & RELATED EXPENSE WORKING LUNCHES \$1,500
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$100
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 10 EMPLOYEES (10 X \$600/YR EACH) (DEV DIV MANAGER, 4 SR DEV PROJ MANAGER,1 DEV PROJ COORDINATOR, 1 PROG COORDINATOR) \$6,000
505	METRO HOUSING BOND ADMIN EXP FUNDS TO BE REIMBURSED BY METRO AFFORDABLE HOUSING BOND ADMIN FUNDS: METRO BOND COMMUNITY ENGAGEMENT \$9,000 AD-HOC REVIEW COMMITTEE MEETING EXPENSES \$500 BOND PROJECT GROUND BREAKING AND OPENING EVENTS \$2,000 PROJECT UNDERWRITING, FEASIBILITY ANALYSIS, AND OTHER CONSULTING SERVICES\$55,000 TRADE ASSOCIATION MEMBERSHIPS (\$4,125 SPLIT 75/25 WITH 0662-307) \$4,125 COBID OUTREACH EFFORTS (\$4,500 SPLIT 75/25 WITH O662-511) \$4,500 HTAG ACTIVITIES (\$2,040 SPLIT 60/40 WITH 0662-325) \$2,040 MULTICULTURAL ENGAGEMENT CONTRACT CONT'D \$25,000 50/50 SPLIT WITH PLANNING DIVISION, DEVELOPMENT DIVISION SHARE SPLIT 50/50 WITH 0662-511) \$25,000
506	AFFORDABLE HOUSING PROGRAM HOMESHARE CONTRACT - CONTINUATION OF PROGRAM IN PARTNERSHIP WITH WASHINGTON CO\$45,000 DOWNPAYMENT ASSISTANCE FUNDING (CONTINUATION OF PROGRAM)\$200,000 AFFORDABLE HOUSING INVESTMENT FUND (FOR AFFORDABLE HOUSING DEVELOPMENT PROJECTS\$100,000 MIXED INCOME AFFORDABLE HOUSING BUYDOWN (1ST OF 10 YEAR COMMITMENT FOR UP TO 2 PROJECTS \$125,000 AFFORDABLE HOUSING INVESTMENT PARTNERSHIPS: COMMUNITY HOUSING FUND CONTINUATION OF EXISTING FUNDING PARTNERSHIP \$100,000 CEDAR GROVE RESIDENT SERVICES FUNDING COMMITTED IN 2018 \$200,000
509	ACQUISITION DUE DILIGENCE EXP DUE DILIGENCE CONSULTANTS FOR ACQUISITION OPPORTUNITIES \$25,000
511	PROFESSIONAL SERVICES

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

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
	13,814		43,821		233,338		39,388	161,500		51,500			
516	BUSINESS STOREFRONT IMPROV EXP												
	48,262		122,227		186,377		176,907	147,500		75,000			
519	DEV. FEASIBILITY ASSISTANCE												
	38,555		53,633		80,000		55,000	100,000		50,000			
524	PARKING PROGRAM DEV AND OPERATIONS												
								320,000		115,000			
533	COVID-19 RESPONSE												
							420,000						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	368,574		478,945		1,334,838		1,225,645	2,232,426		1,210,776			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	9,767		9,251		16,514		16,514	18,582		18,582			
TOTAL CLASS: 25 TRANSFERS													
	9,767		9,251		16,514		16,514	18,582		18,582			
TOTAL PROGRAM: 0662 DEVELOPMENT DIVISION													
	1,282,230	6.85	1,662,223	8.85	2,901,748	10.60	2,674,904	3,866,035	10.85	2,175,878	6.60		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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		COBID OUTREACH EFFORTS (\$1,500 25/75 SPLIT WITH METRO ADMIN 0662-505) \$1,500 MULTICULTURAL ENGAGEMENT CONTRACT CONT'D \$25,000 50/50 SPLIT WITH PLANNING DIVISION; DEVELOPMENT DIVISION SHARE SPLIT 50/50 WITH METRO ADMIN 0662-505) \$25,000 DOWNTOWN EQUITY STRATEGY (\$25,000 50/50 SPLIT WITH BURA) \$25,000
516	BUSINESS STOREFRONT IMPROV EXP	STOREFRONT DESIGN AND IMPROVEMENT GRANTS \$75,000
519	DEV. FEASIBILITY ASSISTANCE	PREDEVELOPMENT GRANT PROGRAM \$50,000
524	PARKING PROGRAM DEV AND OPERATIONS	PARKING ENFORCEMENT 3RD PARTY CONTRACT \$115,000
533	COVID-19 RESPONSE	FY 2019-20: COVID PHASE 2, EMERGENCY RENTAL ASSISTANCE \$400,000 COVID PHASE 2, OTHER ASSISTANCE \$20,000
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$18,582

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

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

OBJ	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

081	PLANNING MANAGER												
	166,743	2.00	205,867	2.00	217,585	2.00	216,981	226,434	2.00	226,434	2.00		
105	SENIOR PLANNER												
	261,100	3.00	265,891	4.00	365,484	4.00	358,892	379,358	4.00	379,358	4.00		
167	PLANNING DIVISION MANAGER												
	110,471	1.00	117,531	1.00	128,108	1.00	127,734	133,098	1.00	133,098	1.00		
180	ASSOCIATE PLANNER												
	357,525	6.00	367,974	5.00	398,907	5.00	329,507	396,106	5.00	396,106	5.00		
181	ASSISTANT PLANNER												
	134,318	2.00	119,055	2.00	130,936	2.00	125,916	136,272	2.00	136,272	2.00		
221	SUPPORT SPECIALIST 2												
	58,585	1.00	65,361	1.00	67,576	1.00	65,465	63,000	1.00	63,000	1.00		
226	PLANNING TECHNICIAN												
	30,243				43,655	1.00	42,107	52,707	1.00	52,707	1.00		
275	TEMPORARY EMPLOYEES												
	1,190												
299	PAYROLL TAXES AND FRINGES												
	491,727		532,015		701,010		650,845	726,942		726,942			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,611,902	15.00	1,673,694	15.00	2,053,261	16.00	1,917,447	2,113,917	16.00	2,113,917	16.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	2,823		3,840		5,750		5,750	7,745		5,405			
305	SPECIAL DEPARTMENT SUPPLIES												
	812		132		250		150	200		200			
307	MEMBERSHIP FEES												
	5,300		5,453		5,640		5,500	5,000		5,000			
308	PERIODICALS & SUBSCRIPTIONS												
	20				200		100	600		600			
316	ADVERTISING, RECORDING & FILING												
	8,783		10,188		10,000		10,000	10,000		10,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 081 PLANNING MANAGER
  - 105 SENIOR PLANNER  
 FY 18-19 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ASSOCIATE PLANNER POSITION TO 1 FTE SENIOR PLANNER POSITION.  
 FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
  - 167 PLANNING DIVISION MANAGER
  - 180 ASSOCIATE PLANNER  
 FY 18-19 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ASSOCIATE PLANNER POSITION TO 1 FTE SENIOR PLANNER POSITION.  
 FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
  - 181 ASSISTANT PLANNER
  - 221 SUPPORT SPECIALIST 2  
 FY 2019-20 REFLECTS 216 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
  - 226 PLANNING TECHNICIAN  
 FY 19-20 REFLECTS A NEW 1 FTE 2-YEAR LIMITED DURATION PLANNING TECH POSITION.
  - 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION REQUIRED
  - 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 HEIGHT ADJUSTABLE DESKS (\$450) FOR SIX EXISTING STAFF \$2,700  
 CPU HOLDERS (\$40) FOR SIX EXISTING STAFF \$240  
 MONITOR STANDS (\$80) FOR SEVEN EXISTING STAFF \$560  
 KEYBOARD/MOUSE TRAYS (\$75) FOR ELEVEN PLANNERS \$825  
 ERGONOMIC OFFICE CHAIR (\$600) TO REPLACE OLDER MODEL \$600  
 STANDING MATS (\$40) FOR TWELVE PLANNERS \$480
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 PUBLIC HEARING EXPENSES AND SPECIAL SUPPLIES \$200
  - 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION MEMEBERSHIP (12 STAFF) \$3,800  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (4 STAFF) \$1,200
  - 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS, SUBSCRIPTIONS, REFERENCE BOOKS \$600
  - 316 ADVERTISING, RECORDING & FILING  
 MAILINGS FOR COMPREHENSIVE PLAN CHANGES, URBAN SERVICE BOUNDARY MEETINGS, PUBLIC HEARING NOTICES, ETC. \$10,000

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
317	COMPUTER EQUIPMENT												
	3,307		183		14,989		2,355	17,376		4,000			
318	COMPUTER SOFTWARE												
	2,265		716		830		521	1,788		1,788			
321	TRAVEL, TRAINING & SUBSISTENCE												
	16,051		17,938		18,000		7,785	40,310		6,510			
325	COMMUNITY EVENTS EXPENSE												
	175		199				2						
328	MEALS & RELATED EXPENSE												
	1,847		852		1,000		600	1,000		1,000			
330	MILEAGE REIMBURSEMENT												
	154		134		250			250		250			
341	COMMUNICATIONS EXPENSE												
	2,973		2,316		1,800		1,800	1,800		1,800			
342	DATA COMMUNICATION EXPENSE												
					480			480					
461	SPECIAL EXPENSE												
	2,204		1,647		1,750		309	1,750		850			
511	PROFESSIONAL SERVICES												
	235,341		145,140		581,046		418,445	658,490		333,490			
523	BOARDS & COMMISSIONS EXPENSES												
	1,936		2,343		2,200		1,300	3,200		3,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	283,991		191,081		644,185		454,617	749,989		374,093			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	43,535		41,820		44,038		44,038	45,294		45,294			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
317	COMPUTER EQUIPMENT PLANNING COMMISSION LAPTOP PLACEHOLDER \$4,000
318	COMPUTER SOFTWARE ADOBE CREATIVE CLOUD (X2) \$1,788
321	TRAVEL, TRAINING & SUBSISTENCE OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE IN VANCOUVER, WA (8 STAFF) \$2,000 LEGAL ISSUES IN PLANNING WORKSHOP (12 STAFF) \$1,560 PROFESSIONAL DEVELOPMENT AND TEAM BUILDING ASSESMENT \$1,200 PROJECT MANAGEMENT TRAINING FOR TWO STAFF (\$375) \$750 ASSORTED WEBINARS AND TRAININGS \$1,000
325	COMMUNITY EVENTS EXPENSE NOT NEEDED, MOVED TO 'SPECIAL EXPENSE' 461
328	MEALS & RELATED EXPENSE MEALTIME MEETINGS WITH EXTERNAL STAKEHOLDERS OR STAFF \$1,000
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS, TRAINING, SITE VISITS OR DIVISION BUSINESS \$250
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 4 STAFF (PLANNING DIVISION MANAGER, 3 PLANNING MANAGERS) \$1,800
342	DATA COMMUNICATION EXPENSE NO APPROPRIATION REQUESTED
461	SPECIAL EXPENSE OPEN HOUSE AND MARKETING EXPENSES RELATED TO PLANNING STUDIES AND PROJECTS \$250 PLANNING DIVISION TEAM RETREAT \$600
511	PROFESSIONAL SERVICES HOUSING OPTIONS PROJECT (HOP) HOP ECONOMIC ANALYSIS (CARRY FORWARD FY2020 ENCUMBERED UNSPENT ) \$15,000 MASTER PLANNING/DEVELOPMENT AGREEMENT CONSULTANT ASSISTANCE CARRY FORWARD FY2020 ENCUMBERED UNSPENT \$8,490 MULTICULTURAL COMMUNITY ENGAGEMENT ON HOUSING ENCUMBERED CONTRACT PRE-GRANT ACTIVITIES (CARRY FORWARD FY19-20 ENCUMBERED UNSPENT) \$15,000 COOPER MOUNTAIN COMMUNITY PLAN (METRO GRANT REVENUE-BACKED MULTI-YEAR PROJECT) PROJECT TO SPAN FY19-20 TO FY22-23 AT TOTAL COST OF \$825,000 METRO GRANT AWARD OF \$693,000 REIMBURSED BY PROJECT MILESTONE FY 20-21 FUNDING FOR PHASE 1 CONTRACT (FY 19-20 FUNDS APPROX \$115,000) \$210,000 ANTICIPATE PHASE2 CONTRACT REQUEST OF \$500,000 IN SPRING 2021 DOWNTOWN DESIGN PROJECT (METRO GRANT REVENUE-BACKED MULTI-YEAR PROJECT) METRO GRANT AWARD OF \$185,000 REIMBURSED BY PROJECT MILESTONE CARRY FORWARD FY2020 UNSPENT (PROJECT TO CONCLUDE FALL2020) \$20,000 DIGITAL DEVELOPMENT CODE PROJECT COMPLETION \$15,000 DESIGN CONSULTANT FOR NEW DESIGN STANDARDS IMPLEMENTATION \$30,000 TECHNICAL ASSISTANCE FOR DEVELOPMENT CODE AMENDMENTS AND OTHER POLICY WORK: TREE CODE RESEARCH AND ANALYSIS \$15,000 EQUITABLE NOTICING UPDATE TO INCLUDE RENTERS \$5,000
523	BOARDS & COMMISSIONS EXPENSES PLANNING COMMISSION RECOGNITION EVENT \$1,500 TRAINING, INCLUDING ON DESIGN REGULATION IMPLEMENTATION \$1,200 MEETING EXPENSES \$500
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$45,294

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

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

	43,535		41,820		44,038		44,038	45,294		45,294			
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TOTAL PROGRAM: 0676 PLANNING DIVISION

	1,939,428	15.00	1,906,595	15.00	2,741,484	16.00	2,416,102	2,909,200	16.00	2,533,304	16.00		
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### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0696 BURA PROGRAM 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														
021	FINANCE DIRECTOR										8,526	.05		
023	SR DEVELOPMENT PROJECT MANAGER										252,045	2.25		
025	DEVELOPMENT PROJECT COORDINATOR										44,754	.50		
041	COMMUNITY DEVELOPMENT DIRECTOR										8,328	.05		
059	DEVELOPMENT DIVISION MANAGER										33,274	.25		
186	PROGRAM COORDINATOR										82,675	1.25		
192	ASSISTANT CITY ATTORNEY 3										7,000	.05		
299	PAYROLL TAXES AND FRINGES										267,499			
TOTAL CLASS: 05 PERSONNEL SERVICES										704,101	4.40			
TOTAL PROGRAM: 0696 BURA PROGRAM ADMINISTRATION										704,101	4.40			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0696 BURA PROGRAM ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
021	FINANCE DIRECTOR FY 2020-21 REFLECTS FINANCE DIRECTOR POSITION BEING REALLOCATED FROM 100% FINANCE ADMIN TO 95% FINANCE ADMIN AND 5% CDD - BURA PROGRAM ADMIN PROGRAM.
023	SR DEVELOPMENT PROJECT MANAGER FY 2020-21 REFLECTS TRANSFERRING 2.25 FTE SR. DEVELOPMENT PROJECT MANAGER WITHIN CDD FROM THE DEVELOPMENT DIVISION, PROGRAM 0662, TO THE BURA PROGRAM ADMIN PROGRAM0696.
025	DEVELOPMENT PROJECT COORDINATOR FY 2020-21 REFLECTS TRANSFERRING .50 FTE DEV PROJECT COORDINATOR POSITION WITHIN CDD FROM THE DEVELOPMENT DIVISION, PROGRAM 0662, TO THE BURA PROGRAM ADMIN PROGRAM0696.
041	COMMUNITY DEVELOPMENT DIRECTOR FY 2020-21 REFLECTS CDD DIRECTOR POSITION BEING REALLOCATED FROM 95% CDD ADMIN AND 5% BUILDING FUND TO 90% CDD ADMIN, 5% BUILDING FUND AND 5% BURA PROGRAM ADMIN PROGRAM.
059	DEVELOPMENT DIVISION MANAGER FY 2020-21 REFLECTS TRANSFERRING .25 FTE DEVELOPMENT DIVISION MANAGER WITHIN CDD FROM THE DEVELOPMENT DIVISION, PROGRAM 0662, TO THE BURA PROGRAM ADMIN PROGRAM0696.
186	PROGRAM COORDINATOR FY 2020-21 REFLECTS TRANSFERRING 1.25 FTE PROGRAM COORDINATOR POSITION WITHIN CDD FROM THE DEVELOPMENT DIVISION, PROGRAM 0662, TO THE BURA PROGRAM ADMIN PROGRAM0696.
192	ASSISTANT CITY ATTORNEY 3 FY 2020-21 REFLECTS ASST. CA3 POSITION BEING REALLOCATED FROM 100% CA'S OFFICE TO 95% CA'S OFFICE AND 5% CDD - BURA PROGRAM ADMIN PROGRAM.
299	PAYROLL TAXES AND FRINGES

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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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													
053	SENIOR ENGINEER		148,068	.50	58,822	.50	57,252	60,121	.50	60,121	.50		
068	ENGINEERING ASSOCIATE		22,505	.50	105,747	1.50	103,050	113,942	1.50	113,186	1.50		
084	PROJECT ENGINEER 1		154,518	1.60	162,935	1.60	125,324	159,114	1.60	149,098	1.60		
085	PROJECT MANAGER 1		78,643	1.00	84,470	1.00	82,858	88,929	1.00	88,929	1.00		
119	ENG. CONST. INSPECTOR LEAD		78,223	1.00	83,157	1.00	81,371	89,501	1.00	85,020	1.00		
123	ENGINEERING TECH 2		159,073	3.00	129,716	2.00	131,036	139,714	2.00	138,502	2.00		
124	ENGINEERING CONST INSPECTOR		163,700	4.00	336,946	4.00	289,505	287,165	4.00	275,519	4.00		
143	SENIOR FIELD INSPECTOR - ENG		90,422	1.00	98,309	1.00	98,291	104,194	1.00	104,194	1.00		
225	PERMIT TECHNICIAN		58,496	1.00	69,472	1.00	68,077	117,892	2.00	54,932	1.00		
275	TEMPORARY EMPLOYEES		21,766										
278	PERMIT COORDINATOR				11,353	1.00	11,353			66,816	1.00		
290	SITE DEVELOPMENT DIVISION MANAGER		71,548	1.00	130,592	1.00	127,734	133,098	1.00	133,098	1.00		
299	PAYROLL TAXES AND FRINGES		553,160		781,419		702,592	823,902		819,154			
TOTAL CLASS: 05 PERSONNEL SERVICES													
			1,600,122	14.60	2,052,938	15.60	1,878,443	2,117,572	15.60	2,088,569	15.60		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
053	SENIOR ENGINEER EFFECTIVE FY 2018-19 THE SITE DEVELOPMENT DIVISION TRANSFERRED WITHIN THE GENERAL FUND FROM THE PUBLIC WORKS DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT.
068	ENGINEERING ASSOCIATE FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO AN ENGINEERING ASSOCIATE
084	PROJECT ENGINEER 1 1 POSITION IS ALLOCATED: 60% IN GENERAL FUND (001-70-0701) AND 10% IN EACH OF THE FOLLOWING: STREET / WATER / SEWER / STORM DRAIN FUNDS
085	PROJECT MANAGER 1
119	ENG. CONST. INSPECTOR LEAD FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
123	ENGINEERING TECH 2 FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO AN ENGINEERING ASSOCIATE FY 2019-20 AND FY 2020-21 REFLECT 40 HRS PTO CASH-IN.
124	ENGINEERING CONST INSPECTOR FY 2019-20 REFLECTS 1 FTE ENGR CONST INSPECTOR POSITION'S ALLOCATION CHANGING FROM 20/40/40 IN STREET FUND 101-72-0735 / WATER FUND 501-72-0740 / STORM FUND 513-72-0740 TO 100% IN GENERAL FUND (001-70-0701) FY 2019-20 REFLECTS MID-YEAR A VACANT 1 FTE ENGR CONST INSPECTOR POSITION ELIMINATED AND A PERMIT TECH POSITION CREATED. FY 2019-20 REFLECTS 20 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
143	SENIOR FIELD INSPECTOR - ENG
225	PERMIT TECHNICIAN FY 2019-20 REFLECTS MID-YEAR A VACANT 1 FTE ENGR CONST INSPECTOR POSITION ELIMINATED AND A PERMIT TECH POSITION CREATED. FY 2019-20 ALSO REFLECTS MID-YEAR ESTABLISHMENT OF A NEW 1 FTE PERMIT COORDINATOR POSITION AND ELIMINATION OF 1 FTE PERMIT TECH POSITION AS THE EMPLOYEE IS MOVING INTO THE PERMIT COORDINATOR POSITION EFFECTIVE 4/26/2020, AGENDA BILL 20101.
275	TEMPORARY EMPLOYEES
278	PERMIT COORDINATOR FY 2019-20 ALSO REFLECTS MID-YEAR ESTABLISHMENT OF A NEW 1 FTE PERMIT COORDINATOR POSITION AND ELIMINATION OF 1 FTE PERMIT TECH POSITION AS THE EMPLOYEE IS MOVING INTO THE PERMIT COORDINATOR POSITION EFFECTIVE 4/26/2020, AGENDA BILL 20101.
290	SITE DEVELOPMENT DIVISION MANAGER
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

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

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		73		100			100		100			
303	OFFICE FURNITURE & EQUIPMENT		1,481		2,315		1,500	1,800		490			
304	DEPARTMENT EQUIPMENT EXPENSE		2,943		3,300		900	1,500		1,500			
305	SPECIAL DEPARTMENT SUPPLIES		2,996		2,000		2,000	2,000		2,000			
307	MEMBERSHIP FEES		2,352		3,930		1,400	2,445		2,445			
317	COMPUTER EQUIPMENT		4,877		2,407		703						
318	COMPUTER SOFTWARE		40		400		10						
321	TRAVEL, TRAINING & SUBSISTENCE		6,543		19,475		11,215	21,875		9,800			
328	MEALS & RELATED EXPENSE		93		600		100	600		600			
330	MILEAGE REIMBURSEMENT		43		500		200	500		500			
341	COMMUNICATIONS EXPENSE		7,489		6,400		6,400	6,400		6,400			
342	DATA COMMUNICATION EXPENSE		5,695		3,360		3,360	3,600		3,600			
361	UNIFORMS & SPECIAL CLOTHING		3,455		3,500		3,500	4,840		4,840			
511	PROFESSIONAL SERVICES		71,084		200,000		91,000	250,000		75,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

			109,164		248,287		122,288	295,660		107,275			
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CLASS: 15 CAPITAL OUTLAY

641	VEHICLES		72,173		53,000		50,243	29,130					
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 301 OFFICE EXPENSE  
RANDOM OFFICE EXPENSE NOT COVERED BY DEPARTMENT \$100
- 303 OFFICE FURNITURE & EQUIPMENT  
ADJUSTABLE HEIGHT WORK SURFACE (1 STAFF @\$450) \$450  
CPUHOLDER FOR ONE STAFF \$40
- 304 DEPARTMENT EQUIPMENT EXPENSE  
SELF CALIBRATING LEVELS FOR ADA RAMPS 2 @ \$300EACH) \$600  
RECHARGABLE BATTERY LIGHTS (4 @100EACH) \$400  
MISCELLANEOUS EQUIPMENT \$500
- 305 SPECIAL DEPARTMENT SUPPLIES  
BATTERIES  
MISCELLANEOUS SUPPLIES AND MATERIALS \$2,000
- 307 MEMBERSHIP FEES  
ASSOCIATION OF STATE FLOODPLAIN MANAGERS 2 @ \$165 EA) \$330  
PROFESSIONAL ENGINEERS REGISTRATION (1 @ \$180 EA) \$180  
AMERICAN SOCIETY OF CIVIL ENGINEERS (3 @ \$245 EA) \$735  
AMERICAN PUBLIC WORKS ASSOCIATION (3 @ \$150 EA - SHARE GROUP MEMBERSHIP WITH PUBLIC WORK) \$450  
EROSION CONTROL CERTIFICATES (5 AT \$150 EA) \$750
- 317 COMPUTER EQUIPMENT  
NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
PROFESSIONAL DEVELOPMENT HOURS REQUIRED (10 STAFF AT \$400 EA) \$4,000  
ODOT TRAINING CERTIFICATION (3 STAFF @ \$300 EA) \$900  
EROSION CONTROL TRAINING (OR RETRAINING) (4 STAFF @ \$150 EA) \$600  
STATE AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (1 STAFF @ \$1000 EA) \$1,000  
PSU PM CERTIFICATION (NAOMI) \$3,300
- 328 MEALS & RELATED EXPENSE  
MEALS FOR STAFF MEETINGS AND BUSINESS MEETINGS; PARKING FOR JURISDICTIONAL MEETINGS \$600
- 330 MILEAGE REIMBURSEMENT  
MILEAGE FOR MEETINGS \$500
- 341 COMMUNICATIONS EXPENSE  
CELL PHONE CHARGES FOR 10 STAFF (\$50/MONTH/CELL) \$6,000  
NEW PHONES FOR 2 STAFF MEMBERS @\$200 EACH \$400
- 342 DATA COMMUNICATION EXPENSE  
HOTSPOT FOR 2 PHONES @ \$10 EACH PER MONTH \$240  
AIRCARDS FOR 7 IPADS @ \$40 EACH PER MONTH \$3,360
- 361 UNIFORMS & SPECIAL CLOTHING  
RAINGEAR (2 SETS @\$500 EACH); CLOTHING (\$120 PER EMPLOYEE); JACKETS (\$150 EACH X 2) \$3,340  
FOOTWEAR (\$150 EACH FOR 7), HARD HATS, VESTS AND SAFETY EQUIPMENT \$1,500
- 511 PROFESSIONAL SERVICES  
SURVEY ON CALL \$25,000  
UTILITY UNDERGROUNDING \$20,000  
PLAN REVIEW RETAINER SERVICES (FLOODPLAIN REVIEW) \$30,000

- 641 VEHICLES  
NO APPROPRIATION

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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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: 15 CAPITAL OUTLAY													
			72,173		53,000		50,243	29,130					
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
			7,685		3,303		3,303	8,130		8,130			
817	TRSFERS TO GARAGE FUND												
			40,312		35,733		35,733	60,688		60,688			
TOTAL CLASS: 25 TRANSFERS													
			47,997		39,036		39,036	68,818		68,818			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					64,273			61,864		61,864			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					64,273			61,864		61,864			
TOTAL PROGRAM: 0701 SITE DEVELOPMENT DIVISION													
			1,829,456	14.60	2,457,534	15.60	2,090,010	2,573,044	15.60	2,326,526	15.60		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$8,130
- 817 TRSFERS TO GARAGE FUND  
FLEET SERVICES PROVIDED BY THE GARAGE FUND \$60,688



- 996 RESERVE - EQUIPMENT REPLACEMT  
VEHICLE AND EQUIPMENT REPLACEMENT RESERVE \$61,864



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

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

023	SR DEVELOPMENT PROJECT MANAGER												
	83,735	1.00	49,629	1.00									
180	ASSOCIATE PLANNER												
	77,464	1.00	78,166	1.00	81,330	1.00	81,332	87,313	1.00	83,486	1.00		
250	PROJECT MANAGER 2												
					39,180	1.00	7,950	98,400	1.00	97,176	1.00		
257	PRINCIPAL PLANNER - TRANS.												
	111,348	1.00	94,560	1.00	97,997	1.00	107,608	115,486	1.00	115,486	1.00		
272	SENIOR TRANSPORTATION PLANNER												
	90,916	1.00	97,591	1.00	105,824	1.00	101,807	106,201	1.00	106,201	1.00		
275	TEMPORARY EMPLOYEES												
	18,467												
299	PAYROLL TAXES AND FRINGES												
	134,217		130,674		132,086		153,931	220,456		220,278			

TOTAL CLASS: 05 PERSONNEL SERVICES

	516,147	4.00	450,620	4.00	456,417	4.00	452,628	627,856	4.00	622,627	4.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	971				1,960		724	7,790		2,790			
305	SPECIAL DEPARTMENT SUPPLIES												
	11		101		500		100	500		500			
307	MEMBERSHIP FEES												
	5,369		8,123		15,750		8,274	17,350		8,300			
317	COMPUTER EQUIPMENT												
	1,870		1,830				2,600						
318	COMPUTER SOFTWARE												
					1,973		2,973						
321	TRAVEL, TRAINING & SUBSISTENCE												
	11,682		6,656		10,045		4,397	15,725		4,925			

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 023 SR DEVELOPMENT PROJECT MANAGER  
 FY 2019-20 REFLECTS THIS 1 FTE TRANSFERRED BACK TO THE DEVELOPMENT DIVISON PROGRAM 0662
- 180 ASSOCIATE PLANNER
- 250 PROJECT MANAGER 2
- 257 PRINCIPAL PLANNER - TRANS.
- 272 SENIOR TRANSPORTATION PLANNER  
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
- 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  
 ARTICULATING KEYBOARD TRAY FOR ONE STAFF \$220  
 MONITOR ARMS FOR TWO STAFF \$770  
 OFFICE CHAIR FOR ONE STAFF \$900  
 VARIABLE HEIGHT WORK SURFACE FOR TWO STAFF \$900
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MAPS, TITLE REPORTS, COURIER SERVICES. \$500
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION (APA) AND OREGON APA CHAPTER FOR THREE STAFF \$1,300  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS DUES FOR TWO STAFF \$600  
 AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS FOR ONE STAFF \$550  
 WTS PORTLAND CHAPTER MEMBERSHIP DUES FOR FOUR STAFF \$450  
 WESTSIDE TRANSPORTATION ALLIANCE - CITY MEMBERSHIP DUES \$5,000  
 OREGON TRANSPORTATION FORUM - CITY MEMBERSHIP DUES \$400
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ANNUAL MANAGEMENT TRAINING FOR PRINCIPAL TRANSPORTATION PLANNER \$500  
 FUNDAMENTALS OF PROJECT MANAGEMENT WORKSHOP FOR ONE STAFF \$375  
 NORTHWEST PUBLIC EMPLOYEES DIVERSITY CONFERENCE FOR TWO STAFF \$250  
 OREGON AMERICAN PLANNING ASSOCIATION (APA) CONFERENCE IN VANCOUVER, WA FOR FOUR STAFF \$1,600  
 OREGON ACTIVE TRANSPORTATION SUMMIT FOR TWO STAFF \$700  
 PSU TRANSPORTATION AND COMMUNITIES SUMMIT FOR FOUR STAFF \$1,000  
 FORTH ELECTRIC VEHICLE ROADMAP CONFERENCE, PORTLAND FOR ONE STAFF \$500

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

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												
	481		480		500			4,000		1,500			
328	MEALS & RELATED EXPENSE												
	651		1,216		500		438	500		500		500	
330	MILEAGE REIMBURSEMENT												
	1,991		1,069		500			250		250			
341	COMMUNICATIONS EXPENSE												
	985		1,059		600		500	1,200		1,200			
377	PUBLIC RELATIONS EXPENSE												
	447				500			7,500		7,500			
421	STREET FURNITURE EXPENSE												
	5,842												
511	PROFESSIONAL SERVICES												
	57,580		10,104		350,000		60,000	400,000		120,000			
523	BOARDS & COMMISSIONS EXPENSES												
					1,300		900	1,300		1,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	87,880		30,638		384,128		80,906	456,115		148,765			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	5,692		5,599		4,954		4,954	9,871		9,871			
TOTAL CLASS: 25 TRANSFERS													
	5,692		5,599		4,954		4,954	9,871		9,871			
TOTAL PROGRAM: 0738 TRANSPORTATION PLANNING													
	609,719	4.00	486,857	4.00	845,499	4.00	538,488	1,093,842	4.00	781,263	4.00		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	5,974,676	36.00	7,962,944	54.10	12,466,344	59.60	10,790,978	14,123,303	59.85	11,504,156	59.95		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 325 COMMUNITY EVENTS EXPENSE  
 REINITIATING & STARTING NEW PLANNING PROJECTS: COMMUNITY EVENTS EXPENSE \$1,500  
 PROJECTS INCLUDE: TRANSPORTATION SYSTEM PLAN, MILLIKAN WAY EXTENSION,  
 DOWNTOWN LOOP, SHARED MICROMOBILITY, DOWNTOWN QUIET ZONES.  
 COSTS INCLUDE SPACE RENTAL, EVENT SUPPLIES, MEALS, CHILDCARE, PHOTOGRAPHY,  
 INTERPRETATION SERVICES, ETC
  - 328 MEALS & RELATED EXPENSE  
 REFRESHMENTS FOR MEETINGS, ASSOCIATION NETWORKING EVENTS \$500
  - 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$250
  - 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 2 EMPLOYEES AT \$600/YR EACH \$1,200  
 TRANSPORTATION PLANNING MANAGER, PROJECT MANAGER2
  - 377 PUBLIC RELATIONS EXPENSE  
 PRINTED MATERIALS IN SUPPORT OF PROGRAMS \$500  
 BEAVERTON BIKE MAP UPDATE - PRINT 5,000 - 7,000 COPIES (MAP WAS LAST UPDATED IN 2014) \$7,000
  - 421 STREET FURNITURE EXPENSE  
 NO APPROPRIATIONS REQUESTED
  - 511 PROFESSIONAL SERVICES  
 TRANSPORTATION SYSTEM PLAN UPDATE (3 YEAR PROCESS) CARRYFORWARD OF FY 2020 UNSPENT \$120,000
  - 523 BOARDS & COMMISSIONS EXPENSES  
 OREGON ACTIVE TRANSPORTATION SUMMIT (2 BICYCLE ADVISORY COMMITTEE MEMBERS) \$700  
 BICYCLE ADVISORY COMMITTEE MONTHLY MEETING REFRESHMENTS \$600
- 
- 
- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$9,871

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:06 AM

1191

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0654-05-090	ECONOMIC DEVELOPMENT	1.00	2,096			117,650				117,650	53,097	170,747
001-70-0654-05-091	PROJECT COORDINATOR	2.00	4,192			157,027				157,027	86,080	243,107
001-70-0654-05-190	BUSINESS DEVELOPMENT LIAISON	1.00	2,096			101,953				101,953	52,331	154,284
	ECONOMIC DEVELOPMENT	4.00	8,384			376,630				376,630	191,508	568,138
001-70-0661-05-014	ASSISTANT CDD DIRECTOR	1.00	696			37,355				37,355		37,355
001-70-0661-05-022	CDD OPERATIONS MANAGER	1.00	1,400			68,098				68,098	44,370	112,468
001-70-0661-05-041	COMMUNITY DEVELOPMENT	0.95	2,554			198,565				198,568	94,385	292,953
001-70-0661-05-076	OFFICE SUPERVISOR	0.90	1,886			66,479				66,478	46,613	113,091
001-70-0661-05-221	SUPPORT SPECIALIST 2	4.80	8,970	21		234,783	858		3,000	238,640	122,818	361,458
001-70-0661-05-275	TEMPORARY EMPLOYEES		361	1		7,317	23			7,340	2,728	10,068
001-70-0661-05-283	APPLICATIONS DEVELOPMENT	0.75	132			5,530				5,530	3,694	9,224
	DEPARTMENT ADMIN & SUPPORT	9.40	15,999	22		618,126	881		3,000	622,009	314,608	936,617
001-70-0662-05-023	SR DEVELOPMENT PROJECT	4.00	8,388			432,693			80	432,773	246,535	679,308
001-70-0662-05-024	DEVELOPMENT PROJECT MANAGER	1.00	1,575			71,195				71,195	54,420	125,615
001-70-0662-05-025	DEVELOPMENT PROJECT	1.25	2,540	3		105,075	157		375	105,608	65,784	171,392
001-70-0662-05-059	DEVELOPMENT DIVISION MANAGER	1.00	2,096			130,226				130,226	72,841	203,067
001-70-0662-05-186	PROGRAM COORDINATOR	3.35	5,473			169,397			2,550	171,947	81,416	253,363
	DEVELOPMENT DIVISION	10.60	20,072	3		908,586	157		3,005	911,749	520,996	1,432,745
001-70-0676-05-081	PLANNING MANAGER	2.00	4,192			213,981			3,000	216,981	78,867	295,848
001-70-0676-05-105	SENIOR PLANNER	4.00	8,384			358,892				358,892	211,726	570,618
001-70-0676-05-167	PLANNING DIVISION MANAGER	1.00	2,096			127,734				127,734	65,357	193,091
001-70-0676-05-180	ASSOCIATE PLANNER	5.00	9,373	12		328,826	602		79	329,507	172,173	501,680
001-70-0676-05-181	ASSISTANT PLANNER	2.00	4,196	2		124,921	67		928	125,916	54,007	179,923

**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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0676-05-221	SUPPORT SPECIALIST 2	1.00	2,312			65,465				65,465	51,714	117,179
001-70-0676-05-226	PLANNING TECHNICIAN	1.00	1,790			42,107				42,107	17,001	59,108
	PLANNING DIVISION	16.00	32,343	14		1,261,926	669		4,007	1,266,602	650,845	1,917,447
001-70-0701-05-053	SENIOR ENGINEER	0.50	1,020			57,252				57,252	19,469	76,721
001-70-0701-05-068	ENGINEERING ASSOCIATE	1.50	3,082			102,510			540	103,050	50,348	153,398
001-70-0701-05-084	PROJECT ENGINEER 1	1.60	2,517			121,429				125,324	76,164	201,488
001-70-0701-05-085	PROJECT MANAGER 1	1.00	2,096			82,858				82,858	51,735	134,593
001-70-0701-05-119	ENG. CONST. INSPECTOR LEAD	1.00	2,090			81,101			270	81,371	58,990	140,361
001-70-0701-05-123	ENGINEERING TECH 2	2.00	4,232	2		130,619	101		316	131,036	76,169	207,205
001-70-0701-05-124	ENGINEERING CONST INSPECTOR	4.00	7,782			243,731			45,774	289,505	162,371	451,876
001-70-0701-05-143	SENIOR FIELD INSPECTOR - ENG	1.00	2,096			98,291				98,291	53,738	152,029
001-70-0701-05-225	PERMIT TECHNICIAN	1.00	2,441			68,062			15	68,077	60,085	128,162
001-70-0701-05-278	PERMIT COORDINATOR	1.00	364			11,353				11,353	11,299	22,652
001-70-0701-05-290	SITE DEVELOPMENT DIVISION	1.00	2,096			127,734				127,734	82,224	209,958
	SITE DEVELOPMENT DIVISION	15.60	29,816	2		1,124,940	101		46,915	1,175,851	702,592	1,878,443
001-70-0738-05-180	ASSOCIATE PLANNER	1.00	2,097			81,332				81,332	34,156	115,488
001-70-0738-05-250	PROJECT MANAGER 2	1.00	176			7,950				7,950	5,104	13,054
001-70-0738-05-257	PRINCIPAL PLANNER - TRANS.	1.00	2,096			107,608				107,608	74,112	181,720
001-70-0738-05-272	SENIOR TRANSPORTATION PLANNER	1.00	2,093			101,807				101,807	40,559	142,366
	TRANSPORTATION PLANNING	4.00	6,462			298,697				298,697	153,931	452,628
	**** DEPARTMENT TOTAL ****	59.60	113,075	41		4,588,905	1,808		56,927	4,651,538	2,534,480	7,186,018

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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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0654-05-090	ECONOMIC DEVELOPMENT	1.00	2,088			120,250				120,250	56,565	176,815
001-70-0654-05-091	PROJECT COORDINATOR	2.00	4,176			164,359				164,359	91,655	256,014
001-70-0654-05-190	BUSINESS DEVELOPMENT LIAISON	1.00	2,088			104,205				104,205	54,190	158,395
	ECONOMIC DEVELOPMENT	4.00	8,352			388,814				388,814	202,410	591,224
001-70-0661-05-014	ASSISTANT CDD DIRECTOR	1.00	2,088			116,914				116,914		116,914
001-70-0661-05-022	CDD OPERATIONS MANAGER	1.00	1,904			82,071				82,071	55,237	137,308
001-70-0661-05-041	COMMUNITY DEVELOPMENT	0.90	1,879			149,930				149,933	83,923	233,856
001-70-0661-05-076	OFFICE SUPERVISOR	0.90	1,879			69,912				69,910	50,888	120,798
001-70-0661-05-221	SUPPORT SPECIALIST 2	4.80	10,022	20		270,776	838		2,400	274,012	150,044	424,056
1193 001-70-0661-05-283	APPLICATIONS DEVELOPMENT	0.75	1,566			69,269				69,269	45,869	115,138
	DEPARTMENT ADMIN & SUPPORT	9.35	19,339	20		758,872	838		2,400	762,109	385,961	1,148,070
001-70-0662-05-023	SR DEVELOPMENT PROJECT	1.75	3,654			196,030				196,023	112,514	308,537
001-70-0662-05-024	DEVELOPMENT PROJECT MANAGER	1.00	1,566			72,621				72,621	57,531	130,152
001-70-0662-05-025	DEVELOPMENT PROJECT	0.75	1,566			64,406				64,404	44,092	108,496
001-70-0662-05-059	DEVELOPMENT DIVISION MANAGER	0.75	1,566			99,824				99,824	56,289	156,113
001-70-0662-05-186	PROGRAM COORDINATOR	2.35	4,907			159,257			2,160	161,412	81,810	243,222
	DEVELOPMENT DIVISION	6.60	13,259			592,138			2,160	594,284	352,236	946,520
001-70-0676-05-081	PLANNING MANAGER	2.00	4,176			224,034			2,400	226,434	83,308	309,742
001-70-0676-05-105	SENIOR PLANNER	4.00	8,432			379,358				379,358	225,841	605,199
001-70-0676-05-167	PLANNING DIVISION MANAGER	1.00	2,088			133,098				133,098	69,664	202,762
001-70-0676-05-180	ASSOCIATE PLANNER	5.00	10,520			396,106				396,106	206,949	603,055
001-70-0676-05-181	ASSISTANT PLANNER	2.00	4,176			134,224			2,048	136,272	61,668	197,940
001-70-0676-05-221	SUPPORT SPECIALIST 2	1.00	2,168			63,000				63,000	53,269	116,269

**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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0676-05-226	PLANNING TECHNICIAN	1.00	2,088			52,707				52,707	26,243	78,950
	PLANNING DIVISION	16.00	33,648			1,382,527			4,448	1,386,975	726,942	2,113,917
001-70-0696-05-021	FINANCE DIRECTOR	0.05	104			8,525				8,526	4,395	12,921
001-70-0696-05-023	SR DEVELOPMENT PROJECT	2.25	4,698			252,038				252,045	147,946	399,991
001-70-0696-05-025	DEVELOPMENT PROJECT	0.50	1,044			44,752				44,754	30,033	74,787
001-70-0696-05-041	COMMUNITY DEVELOPMENT	0.05	104			8,329				8,328	4,660	12,988
001-70-0696-05-059	DEVELOPMENT DIVISION MANAGER	0.25	522			33,275				33,274	18,769	52,043
001-70-0696-05-186	PROGRAM COORDINATOR	1.25	2,610			82,670				82,675	59,037	141,712
001-70-0696-05-192	ASSISTANT CITY ATTORNEY 3	0.05	103			7,000				7,000	2,659	9,659
	BURA PROGRAM ADMINISTRATION	4.40	9,186			436,589				436,602	267,499	704,101
001-70-0701-05-053	SENIOR ENGINEER	0.50	1,044			60,121				60,121	21,285	81,406
001-70-0701-05-068	ENGINEERING ASSOCIATE	1.50	3,132			113,186				113,186	55,325	168,511
001-70-0701-05-084	PROJECT ENGINEER 1	1.60	2,956			141,620				149,098	95,029	244,127
001-70-0701-05-085	PROJECT MANAGER 1	1.00	2,088			88,929				88,929	55,999	144,928
001-70-0701-05-119	ENG. CONST. INSPECTOR LEAD	1.00	2,128	5		84,721	299			85,020	62,857	147,877
001-70-0701-05-123	ENGINEERING TECH 2	2.00	4,216	5		138,244	258			138,502	80,987	219,489
001-70-0701-05-124	ENGINEERING CONST INSPECTOR	4.00	8,392	5		275,290	229			275,519	201,679	477,198
001-70-0701-05-143	SENIOR FIELD INSPECTOR - ENG	1.00	2,088			104,194				104,194	55,068	159,262
001-70-0701-05-225	PERMIT TECHNICIAN	1.00	2,088			54,932				54,932	49,249	104,181
001-70-0701-05-278	PERMIT COORDINATOR	1.00	2,088			66,816				66,816	55,950	122,766
001-70-0701-05-290	SITE DEVELOPMENT DIVISION	1.00	2,088			133,098				133,098	85,726	218,824
	SITE DEVELOPMENT DIVISION	15.60	32,308	15		1,261,151	786			1,269,415	819,154	2,088,569
001-70-0738-05-180	ASSOCIATE PLANNER	1.00	2,088	6		83,128	358			83,486	35,791	119,277

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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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0738-05-250	PROJECT MANAGER 2	1.00	2,088			97,176				97,176	62,647	159,823
001-70-0738-05-257	PRINCIPAL PLANNER - TRANS.	1.00	2,088			115,486				115,486	78,786	194,272
001-70-0738-05-272	SENIOR TRANSPORTATION PLANNER	1.00	2,128			106,201				106,201	43,054	149,255
	TRANSPORTATION PLANNING	4.00	8,392	6		401,991	358			402,349	220,278	622,627
	**** DEPARTMENT TOTAL ****	59.95	124,483	41		5,222,081	1,982		9,008	5,240,548	2,974,480	8,215,028

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**CITY OF BEAVERTON**

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

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

Fund:	<b>Metro Affordable Housing Bond Fund</b>					% Change Budgeted Vs. Recommended
	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	
Materials and Services	-	-	3,000,000	3,000,000	9,000,000	N/A
SUB-TOTAL	\$0	\$0	\$3,000,000	\$3,000,000	\$9,000,000	
Contingency			-		-	
TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$3,000,000</u>	<u>\$3,000,000</u>	<u>\$9,000,000</u>	
FTE's	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

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

**Materials and Services:**

FY 2020-21 anticipates a \$9 million contribution for Project D funded by the Metro bond.

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

<b>FUND:</b> 104 METRO AFFORDABLE HOUSING BOND FUND	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**MISSION STATEMENT:**

The primary goal of the Metro Affordable Housing Bond Fund is to create 218 new affordable homes accessible to vulnerable Beaverton households. The City will work with selected developers to increase minority and women owned contractor participation throughout the life of the project, and to lower the barriers to housing currently prevalent in the market.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$0	\$0	\$3,000,000	\$9,000,000	\$0
TRANSFERS					
CONTINGENCY					
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$9,000,000</b>	<b>\$0</b>

<b>Funding Sources:</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>
Metro Affordable Housing Bond Revenues	\$0	\$0	\$3,000,000	\$9,000,000	\$0

**Program Objectives (services provided):**

The program addresses the priorities of the Mayor and City Council in this way:

- Increase the regulated affordable housing stock in the City of Beaverton
- Build stronger relationships with regional partners – Metro, Washington County, City of Hillsboro, Oregon Housing and Community Services
- Work with partners to address issues of homelessness – REACH CDC, Washington County, Veterans Administration office

**Progress on FY 2019-20 Action Plan:**

Regional voters approve the Metro Affordable Housing Bond measure at the November 2018 election to authorize \$652.8 million in general obligation bonds to support the construction of affordable housing in Washington, Clackamas and Multnomah counties. Funds will be allocated to local implementation jurisdictions on the basis of the City’s properties assessed value. At the same election statewide voters amended the Oregon Constitution to allow general obligation bonds leverage private investments, Low Income Housing Tax Credits, and other funding source typically associated with the finance of affordable housing development.

The first project approved in the region is the Mary Ann Apartments, located on a half block at 1<sup>st</sup> & Main with 54 housing units. This project received final approval for funding, and is scheduled to break ground in June 2020.

City and Metro staff continue to work on an additional Metro Bond Project, called Elmonica, on a parcel owned by Metro. The city’s third Metro Affordable Housing Bond project is currently titled “Project D.” A Notice of Funding Availability was issued winter 2019 and a development team will be selected prior to the end of the fiscal year.

Of note, the Cedar Grove project, an affordable housing project supported by the City, but not Metro funded, began construction in FY2019-20. This project will have 44 units and will open in 2020.

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

<b>FUND:</b> 104 METRO AFFORDABLE HOUSING BOND FUND	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**FY 2020-21 Action Plan**

In FY 2020-21, the objectives are to commence construction on The Mary Ann, enter into funding agreements for Elmonica and Project D, and initiate the final Project C. In addition, there are two other affordable housing projects from the Project D solicitation that staff will work to obtain funding for, although the City's Metro Bond funds will not be available for those projects.

**Performance Measures**

	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Budgeted/Revised</b>	<b>FY 2020-21 Proposed</b>
Bond supported affordable housing built	New measure	75 units / 0	54

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 104 METRO AFFORDABLE HOUSING BOND 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: 15 INTERGOVERNMENTAL REVENUE

567 METRO AFFORDABLE HOUSING BOND REV

					-3,000,000			-3,000,000			-9,000,000			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					-3,000,000			-3,000,000			-9,000,000			
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TOTAL DEPARTMENT: 03 REVENUE

					-3,000,000			-3,000,000			-9,000,000			
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1199

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

504 METRO AFFORDABLE HOUSING BOND EXP

					3,000,000			3,000,000			9,000,000			
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TOTAL CLASS: 10 MATERIALS & SERVICES

					3,000,000			3,000,000			9,000,000			
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TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

					3,000,000			3,000,000			9,000,000			
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1200

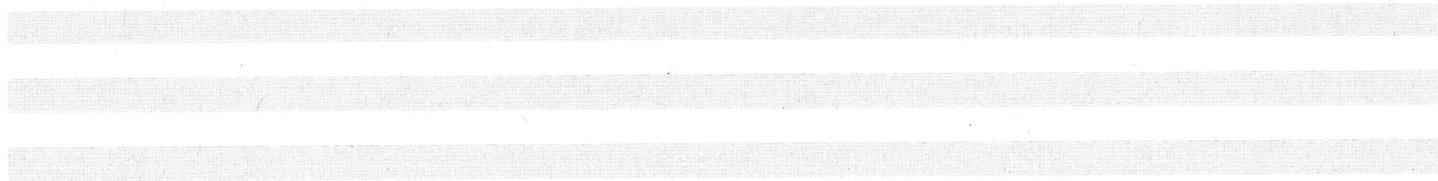


### BP WORKSHEET & JUSTIFICATION

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

567 METRO AFFORDABLE HOUSING BOND REV  
FY 2019-20:  
FUNDING FROM METRO HOUSING BOND FOR AN AFFORDABLE HOUSING  
DEVELOPMENT TO BE BUILT AT SW1ST STREET AND MAIN AVE (MARY ANN APT.)  
FY 2020-21:  
PROPOSED FUNDING FOR PROJECT D \$9,000,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

OBJ	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

504	METRO AFFORDABLE HOUSING BOND EXP				3,000,000		3,000,000					9,000,000	
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TOTAL CLASS: 10 MATERIALS & SERVICES

					3,000,000		3,000,000					9,000,000	
--	--	--	--	--	-----------	--	-----------	--	--	--	--	-----------	--

TOTAL PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

					3,000,000		3,000,000					9,000,000	
--	--	--	--	--	-----------	--	-----------	--	--	--	--	-----------	--

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

					3,000,000		3,000,000					9,000,000	
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TOTAL FUND: 104 METRO AFFORDABLE HOUSING BOND FUND

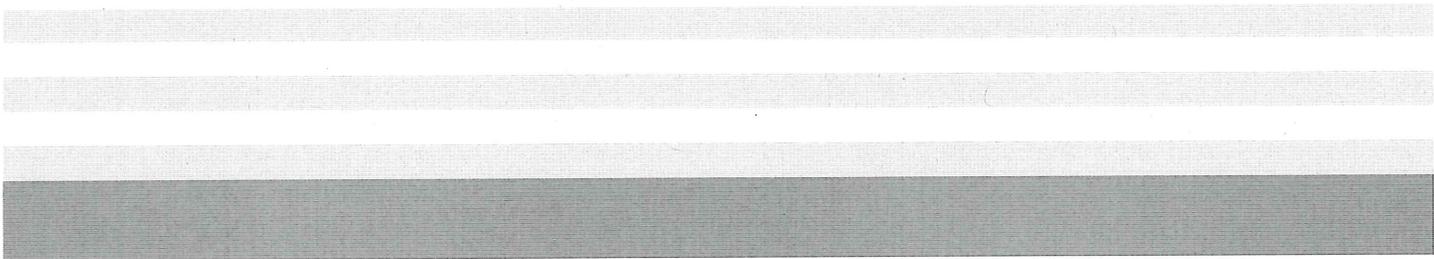
					3,000,000		3,000,000					9,000,000	
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### BP WORKSHEET & JUSTIFICATION

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

504 METRO AFFORDABLE HOUSING BOND EXP  
FY 2019-20:  
HOUSING BOND FUNDED EXPENDITURE FOR AN AFFORDABLE APARTMENT BUILDING PROJECT  
AT SW 1ST ST AND MAIN AVE (MARY ANN APT.)  
FY 2020-21:  
PROJECT FUNDING FOR PROJECT D \$9,000,000

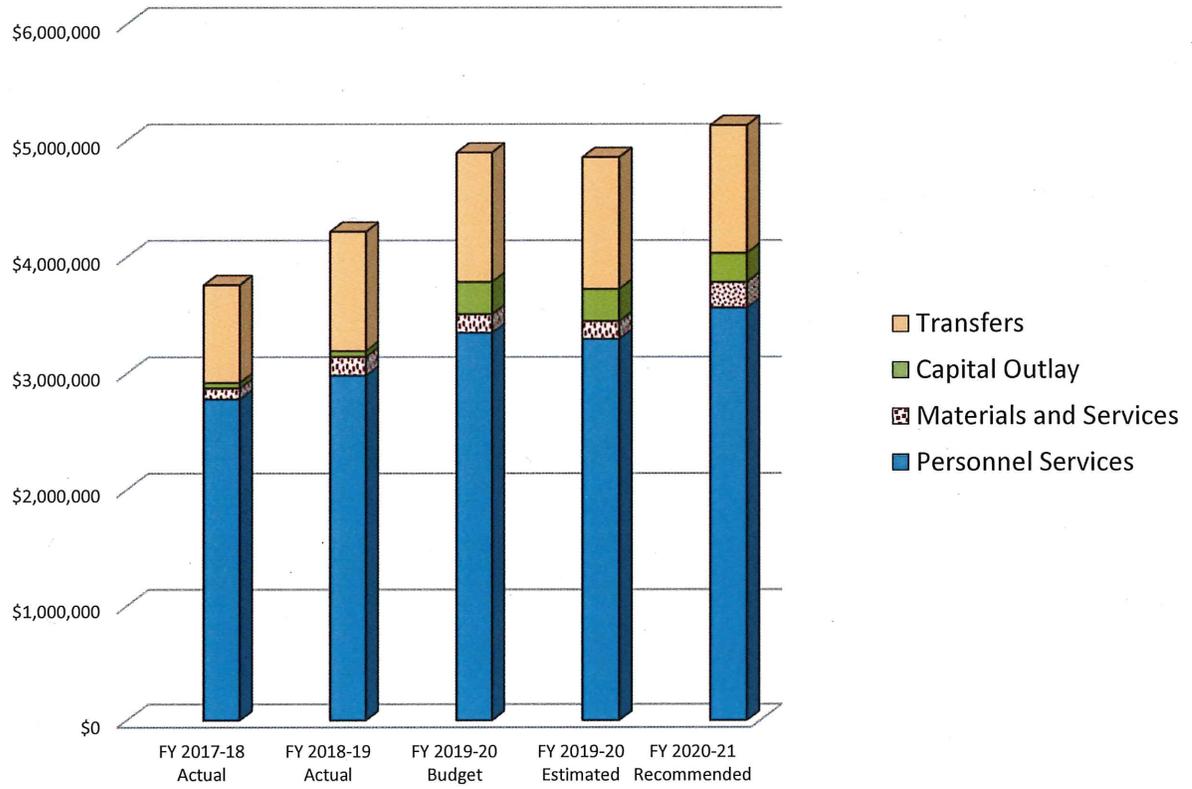






# BUILDING OPERATING FUND

## 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	<b>Building Operating</b>					% 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	\$2,779,054	\$2,983,022	\$3,350,236	\$3,297,272	\$3,564,631	6.40%
Materials and Services	94,210	159,933	158,752	150,099	218,669	37.74%
Capital Outlay	47,437	49,698	276,500	276,500	250,000	-9.58%
Transfers	838,553	1,023,446	1,110,996	1,132,030	1,095,632	-1.38%
<b>SUB-TOTAL</b>	<b>\$3,759,254</b>	<b>\$4,216,099</b>	<b>\$4,896,484</b>	<b>\$4,855,901</b>	<b>\$5,128,932</b>	
Contingency			1,350,440		1,060,975	
Reserve for equip.			109,217		86,133	
<b>TOTAL</b>	<b>\$3,759,254</b>	<b>\$4,216,099</b>	<b>\$6,356,141</b>	<b>\$4,855,901</b>	<b>\$6,276,040</b>	
 FTE's	 22.35	 23.35	 23.60		 23.60	

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

**Personnel services:**

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

**Materials and services:**

FY 2020-21 reflects an increase of \$60K for consulting/implementation services for the new permitting review software for the department

**Capital Outlay:**

No significant change

**Transfers:**

No significant change

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR	

**Program Goal:**

To support the Community Development Department's mission to facilitate, promote and plan for a safe and prosperous community by comprehensively preserving and enhancing development, a healthy economy, and sustainable growth of the city. To ensure compliance with mandated State Building Code standards, City development regulations as part of the city's Development Review Process (DRP). To support development and redevelopment activities. To actively engage in improvements to the city's Development Review Process (DRP). To provide excellent customer service.

**Building Division Total Personnel Services Budget:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	22.35	23.35	23.60	23.60	0.00
PERSONNEL SERVICES	\$2,779,054	\$2,983,022	\$3,350,236	\$3,564,631	\$0
MATERIALS & SERVICES	94,210	159,933	158,752	218,669	0
CAPITAL OUTLAY	47,437	49,698	276,500	250,000	0
TRANSFERS	838,553	1,023,446	1,110,996	1,095,632	0
CONTINGENCY	0	0	1,459,657	1,147,108	0
<b>TOTAL</b>	<b>\$3,759,254</b>	<b>\$4,216,099</b>	<b>\$6,356,141</b>	<b>\$6,276,040</b>	<b>\$0</b>

**Building Division Revenue:**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$1,853,820	\$1,530,238	\$1,370,516	\$1,217,115	\$0
Building Permit Fees	1,477,981	1,602,918	2,400,000	2,444,000	0
Plan Check Fee Commercial	667,228	775,968	675,000	675,000	0
Plan Check Fee Residential	152,159	344,738	220,000	220,000	0
Plan Check Fee Fire Safety	336,866	412,811	400,000	400,000	0
Plumbing & Mechanical	255,633	374,215	590,000	590,000	0
Electrical Inspection Fees	407,302	426,469	590,000	590,000	0
Sewer Inspection Fees	2,825	6,250	8,125	8,125	0
Miscellaneous Revenue	135,678	113,009	102,500	131,800	0

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

The Building Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department. An overview is provided in department introduction.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

**Program Goal:**

To ensure that construction of buildings, structures, and private sewer and water systems are safe for use and occupancy from fire, structural collapse, unsanitary conditions, electrical hazards, premature failure, and substandard construction through reasonable enforcement of the State Building Codes and coordination with other city and government agencies. To ensure plan review and inspection services are provided in a timely manner, thereby minimizing construction delays and provide excellent customer service.

**Building Division Administration Personnel Services Budget:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.85	1.85	2.10	2.10	0.00
PERSONNEL SERVICES	\$299,690	\$262,603	\$279,836	\$363,118	\$0
MATERIALS & SERVICES	81,279	153,337	118,999	187,524	0
CAPITAL OUTLAY	47,437	49,698	276,500	250,000	0
TRANSFERS	838,553	1,023,446	1,110,996	1,095,632	0
CONTINGENCY	0	0	1,459,657	1,147,108	0
<b>TOTAL</b>	<b>\$1,266,959</b>	<b>\$1,489,084</b>	<b>\$3,245,988</b>	<b>\$3,043,382</b>	<b>\$0</b>

**Program Objective:**

**Objective #1: Provide Building Permit Counter Services**

*To ensure customers are provided with prompt and accurate service in a courteous and respectful manner; to process permit applications within 24 hours of receipt; to provide plan review and inspection staff with the information needed to perform their job; to ensure customers feel welcome and their needs are understood by staff.*

Measured by the number of:

- Permit applications received; and
- Permit applications processed within 24 hours of receipt.

Key Indicators:

- Plan review and inspection staff receive complete and accurate permit information;
- Customer service surveys provide positive feedback; and
- Appropriate recognition of the diversity of customers (through awareness, multi-lingual documents, customer service, etc.).

**Objective #2: Perform Plan Reviews**

*To ensure customers are provided with prompt, friendly, and accurate plan reviews that reflect code requirements; to provide prompt communication with customers so they are informed as to the time frames and requirements throughout the plan review process; customers feel their needs are welcomed and understood by staff; the inspection staff and customers are provided with accurate code reviews and information so the project can be constructed and inspected with minimal corrections and/or changes; plans are reviewed within the target time frames for the Building Division; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards.*

Measured by the number of:

- Plan review applications received;

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

- Plan reviews initiated within the target time frames for the Building Division;
- Over-the-counter plan reviews performed; and
- Temporary Tenant Improvement Permits issued (to help expedite the construction process).

Key Indicators:

- Minimal number of issues for customers and/or inspection staff related to incorrect or missing plan review information;
- Minimal plan revisions related to code-needed clarifications;
- Customers that find the plan review process to be easily understood and flexible;
- Customer service surveys provide positive feedback;
- Appropriate recognition of the diversity of customers (through awareness, multi-lingual documents, customer service, etc.).
- Single-family plan reviews are conducted within the 10-working day turnaround time to minimize construction delays.
- Commercial alteration plan reviews are conducted within the 15-working day turnaround time to minimize construction delays.
- New commercial plan reviews are conducted within the 30-working day turnaround time to minimize construction delays.
- Staff operate with the intent to find solutions within the code for customers.

**Objective #3: Perform Field Inspections**

*Customers are provided with prompt and accurate inspections that clearly communicate the inspection results; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards; inspections are performed in less than 24 hours of request.*

Measured by the number of:

- Inspection requests received;
- Inspections performed within 24 hours of request;
- Inspections performed per inspector per day.

Key Indicators:

- The number of issues for customers related to inspections not performed within 24 hours of request are minimized;
- Occupancy and use of buildings are allowed within customer's needs and expectations;
- Customers feel their needs are welcomed and understood by staff;
- Customer service surveys provide positive feedback;
- Appropriate recognition of the diversity of customers (through awareness, multi-lingual documents, customer service, etc.).

**Objective #4: Actively engage in Electronic Permitting System implementation**

**Additional Objectives:**

- Actively engage in coordination efforts related to the City's Development Review Process.
- Enhance use of technology to maximize efficiency.
- Assign property addresses for new development and verification of existing properties when requested.
- Verify the applicability of State and regional regulations for development of property adjacent to wetland, floodplain, and sensitive watercourses.
- Ensure compliance and promote consistency in the administration and application of the State Building Codes.
- Coordinate with other City divisions and agencies on issuance of building permits and certificates of occupancy to ensure applicable laws and ordinances from other cities and outside agencies are satisfied.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

**Performance Outcomes and Program Trends:**

Workload Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/ Revised	FY 2020-21 Proposed
Plan Reviews performed per year	2,074	1,454	2,150	1,800
Field Inspections performed per year	23,563	27,619	25,600 / 26,900	26,500
Value of new building construction	\$200,143,736	\$278,050,000	\$285,000,000	\$228,000,000

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/ Revised	FY 2020-21 Proposed
Percentage of inspections (building, mechanical, plumbing, and electrical) conducted within 24 hours of request	99%	99%	99% / 99%	99%
Percentage of plan reviews conducted within the division's targeted time frames	99%	99%	99% / 99%	85%

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

As development in Beaverton continues to be very active, the Building Division works closely with developers and contractors to meet the needs of their particular construction schedule when possible. We strive to provide collaborative and progressive development review services for the construction and development industry, while also keeping in mind the needs of those who will live, work, and use these buildings and structures.

Additional information on program trends related to the city's Development Review Process are included in the Community Development Department Overview.

**FY 2019-20 Action Plan:**

- Participate in the Development Review Process improvements and collaborative decision-making.
- Implementation of a new Electronic Permitting System.
- Continue producing annual report and recommendations for supporting the Building Division Operating Fund.
- Continue to explore affordable options to create and complete multi-lingual forms and handouts. (Ongoing. The division prioritized documents needing multi-lingual translation to be included in the project as funding is available.)
- Issuance of phased permits on new construction, as needed.
- Participate as needed in developing a comprehensive Housing Strategy.
- Facilitate plan review through enhanced coordination with Planning and Site Development for complex and/or unusual issues. Continue promoting job start meetings, mid-project status meetings, and pre-occupancy meetings.
- Assign property addresses for new development and verification of existing properties when requested.
- Verify the applicability of State and regional regulations for development of property adjacent to wetland, floodplain, and sensitive watercourses.
- Ensure compliance regulations enacted to promote consistency in the administration and application of the State Building Codes.
- Coordinate with the Planning Division and Site Development Division as well as other city divisions and agencies on issuance of building permits and certificates of occupancy to ensure applicable laws and ordinances from other cities and outside agencies are satisfied.
- Continue involvement in the four-county (Washington, Clackamas, Multnomah and Clark) Building Officials Code Consistency Group.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0665 PLAN REVIEW AND PERMITS	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

**Program Goal:**

To process permit applications and plans for new construction and alterations of single-family, multi-family, and commercial buildings. To conduct a thorough review of plans for compliance with the State Building Code within acceptable time frames and assist customers in navigating the city's development review process.

**Building Division Plan Review and Permits Personnel Services Budget:**

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	8.75	9.75	9.75	9.75	0.00
PERSONNEL SERVICES	\$949,421	\$1,037,091	\$1,256,977	\$1,341,783	\$0
MATERIALS & SERVICES	3,425	3,002	11,455	10,980	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$952,846</b>	<b>\$1,040,093</b>	<b>\$1,268,432</b>	<b>\$1,352,763</b>	<b>\$0</b>

**Program Objectives:**

See the Building Administration Goals & Objectives for expanded descriptions of the following objectives.

Objective #1: Provide Building Permit Counter Services

Objective #2: Perform Plan Reviews

**Building Division Plan Review Workload Measures:**

Workload Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/ Revised	FY 2020-21 Proposed
<b>Single-Family Plan Review</b>				
Number of reviews per year (Initial Review)	209	294	325	235
Number of plan revisions requiring review per year (new, alterations and additions)	311	325	325	235
<b>Commercial Alteration Plan Review</b>				
Number of reviews per year (Initial Review)	790	349	775	600
Number of plan revisions requiring review per year	488	330	450	300
<b>Commercial Plan Review</b>				
Number of reviews per year (Initial Review)	16	16	25 / 250	19
Number of plan revisions requiring review per year	260	240		140
<b>Single-Family Plan Review</b>				
Percentage of plans reviews initiated within target timeframe of 10 working days of application to begin the review (target is 99%)	99%	98%	99% / 99%	99%
Number of single-family alteration plan reviews approved over the counter	124	20	125 / 125	125

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT			
<b>PROGRAM:</b> 0665 PLAN REVIEW AND PERMITS	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR			

**Commercial Alteration Plan Review**

Percentage of plans reviews initiated within target timeframe of 15 working days of application to begin the review (target is 95%)	98%	95%	95% / 90%	95%
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Number of commercial alteration plan reviews approved over the counter	427	450	450	500
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**Commercial Plan Review**

Percentage of plans reviews initiated within target timeframe of 30 working days of application to begin the review (target is 95%)	98%	90%	95% / 85%	85%
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Where the complexity of a project is such that it cannot be approved over the counter, staff offer temporary TI permits to help construction schedules. The temporary TI permits may not be able to be offered at the initial permit submittal, but often can occur after an initial plan review has been completed so the contactor can be made aware of code items that affect the project.

**Performance Outcomes and Program Trends:**

With the opening of several subdivisions, including in the South Cooper Mountain area, new single-family permit activity has blossomed. In the first half of FY 19-20, 93 permits were issued with another 80+ applications submitted and/or anticipated to be submitted to the Building Division. This level is expected to continue through FY 20-21 with the opening of additional subdivisions in the South Cooper Mountain Area.

Multi-family development is expected to continue at a strong pace for the remainder of FY 19-20 and into FY20-21. Multi-family projects that are expected to begin in the spring of 2020 and continue through FY 20-21 are: South Cooper Mountain area (Spanos); Murray and TV Highway (West End); Murray and Hwy 26 (Cedar Grove), The MaryAnn Apartments. New permit activity in FY 20-21 has applications or anticipated submittals for such projects as: Scholls Apartments, Scholls Ferry & Barrows Apartments Baseline & 170<sup>th</sup> Apartments, The Ridge Apartments, Hall Multi-family, Allen Apartments and others.

Commercial development is expected to continue at a strong pace for the remainder of FY 19-20 and into FY20-21. New commercial permit activity in FY 20-21 include a new fitness and tennis center and associated parking structure, a new memory care center, retail mixed use at south cooper mountain, Hotel at Timberland and more new lease-space buildings in the Cedar Hills Crossing project.

The Building Division maintains target timeframes for initiating plan reviews. In most cases, once a plan review has been completed, the applicant needs to respond to code issues with revised documents. There can be one or more back-checks of the revised documents depending on how complete the initial plans are and the responses to the code issues. Once the plans are approved and all other city department/division approvals have been obtained by the applicant, the building permit will be issued. Where possible, the Division uses phased permits (such as foundation permits), over-the-counter plan reviews and temporary permits to assist the development community. The Building Division will also continue to utilize consultant plan review services to maintain plan review target timeframes.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

**Program Goal:**

To provide building, mechanical (heating, ventilation, and air conditioning), plumbing, electrical, fire sprinkler, and alarm inspections within acceptable time frames established by the development community for construction regulated by the State-adopted specialty codes, thereby assisting in keeping construction projects proceeding with a minimum of delays due to required inspections. To provide high quality, accurate inspections to afford users and occupants of buildings and structures with safe and hazard-free use. To provide resources to maintain inspection levels (15 to 18 inspections per inspector is accepted industry performance measure for an average inspection day) that promote quality and accurate inspections, thereby ensuring safer buildings and structures.

**Building Division Inspection Personnel Services Budget:**

Building Inspection 0666

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.75	5.75	5.75	5.75	0.00
PERSONNEL SERVICES	\$779,115	\$825,672	\$883,261	\$906,321	\$0
MATERIALS & SERVICES	3,995	1,139	13,750	5,810	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$783,110</b>	<b>\$826,811</b>	<b>\$897,011</b>	<b>\$912,131</b>	<b>\$0</b>

Plumbing & Mechanical 0667

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	\$426,668	\$437,685	\$475,127	\$477,176	\$0
MATERIALS & SERVICES	1,770	775	3,105	2,958	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$428,438</b>	<b>\$438,460</b>	<b>\$478,232</b>	<b>\$480,134</b>	<b>\$0</b>

Electrical Plan Review & Inspection 0668

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	\$324,160	\$419,971	\$455,035	\$476,233	\$0
MATERIALS & SERVICES	3,741	1,680	11,443	11,397	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$327,901</b>	<b>\$421,651</b>	<b>\$466,478</b>	<b>\$487,630</b>	<b>\$0</b>

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

**Program Objectives:**

**Objective #3: Perform Field Inspections**

See the Building Administration Goals & Objectives for an expanded description of this objective.

**Additional Objectives:**

- Perform inspections, which are customer-friendly, positive, and responsive to citizens and businesses.
- Perform high quality, accurate inspections of building, plumbing, mechanical, electrical, and fire and life safety projects for compliance with the State of Oregon Specialty Codes.
- Provide inspection service within acceptable time frames established by the development community and State statutes.
- Provide the resources for training and cross-training to maintain inspector certifications, and enable inspectors to hold several certifications for higher quality and more efficient inspections, keep abreast of current developments in the construction trades, partner with the development community to provide high quality, timely, and accurate inspections, thereby assisting in keeping construction projects proceeding with a minimum of delays.

**Building Division Inspection Workload and Performance Measures:**

Workload Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/ Revised	FY 2020-21 Proposed
<b>Building &amp; Mechanical Inspection Program #0666:</b>				
Number of inspection requests	11,491	13,311	12,900 / 12,900	13,100
Number of commercial and multi-family inspection requests	6,431	6,037	7,100 / 4,700	5,300
Number of residential inspection requests	5,060	7,274	5,800 / 8,200	7,800
<b>Plumbing Inspection &amp; Plan Review Program #0667:</b>				
Number of inspection requests	5,212	6,856	5,600 / 6,500	6,200
<b>Electrical Inspection &amp; Plan Review Program #0667:</b>				
Number of inspection requests	6,860	7,464	7,100 / 7,500	7,200

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> KIMBERLEE MCARTHUR

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/ Revised	Proposed
<b>Building &amp; Mechanical Inspection Program #0666:</b>				
Number of inspections conducted in less than 24 hours of request	11,491	13,311	12,771 / 12,771	12,969
Number of inspections per year, per inspector	2,298	2,662	2,554 / 2,554	2,594
Number of inspections per day, per inspector	13	15	15 / 15	15
<b>Plumbing Inspection &amp; Plan Review Program #0667:</b>				
Number of inspections conducted in less than 24 hours of request	5,212	6,856	5,544 / 6,435	6,138
Number of inspections per year, per inspector	2,084	2,742	2,217 / 2,574	2,455
Number of inspections per day, per inspector	12	16	12 / 15	14
<b>Electrical Inspection &amp; Plan Review Program #0668:</b>				
Number of inspections conducted in less than 24 hours of request	6,860	7,464	7,029 / 7,425	7,128
Number of inspections per year, per inspector	2,744	2,985	2,811 / 2,970	2,851
Number of inspections per day, per inspector	16	17	16 / 17	16

**Performance Outcomes and Program Trends:**

Resources are provided to conduct 100 percent of the inspections requested for the users and occupants of buildings and structures with the potential of safe and hazard-free use.

Continue to conduct 99 percent of requested inspections within 24 hours to reduce the costs of construction delays and customer inconvenience due to required inspections.

We have revised to account for slight increase in inspection activity for the remainder of FY 19-20 supported by: projected increase in new single-family home permit activity; continued market demand for multi-family/mixed use housing; a new school, hotels, and other commercial projects as well as the anticipated steady tenant improvement permit activity.

We continue to experience a trend in large and complex multiple-story projects that require more time per inspection, which can increase workload. With the amount of new single family residential, commercial, and multifamily permits just issued or ready for issuance, projections from early spring 2020 through FY 20-21 are very positive and inspection services are anticipated to stay within industry standards (15–18 average maximum inspections per inspector per day).

Inspection services is meeting the performance measure of conducting 99 percent of inspections within a 24-hour period of being requested. Inspection services will be able to continue to meet this performance measure by maintaining appropriate staffing levels, having the inspection supervisor perform field inspections as needed, as well as having access to on-call inspection staff to maintain staffing levels when staff is not available due to time off for vacations, training, or illness.

The State Building Codes Division as well as International Code Council (ICC) provides access to a series of inspection/plan review cross-training courses which are available at varying times throughout each calendar year. Cross-training enables staff to perform multiple types of inspections at a single location, allowing for better use of the city's personnel resources, and provide optimum customer service. Additional cross-training is proposed for staff members in FY 20-21.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING 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

	-1,853,820		-1,530,238		-1,370,516		-1,370,516	-1,370,516	-1,227,689		-1,217,115			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,853,820		-1,530,238		-1,370,516		-1,370,516	-1,370,516	-1,227,689		-1,217,115			
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CLASS: 20 PERMITS & FEES

333 BUILDING PERMITS FEES

	-1,477,981		-1,566,973		-2,300,000		-1,527,174	-2,300,000	-2,400,000		-2,400,000			
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334 PLAN CHECK FEE - COMMERCIAL

	-667,228		-775,968		-675,000		-660,464	-675,000	-675,000		-675,000			
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335 PLAN CHECK FEE - RESIDENT

	-152,159		-344,738		-220,000		-162,859	-200,000	-220,000		-220,000			
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336 PLAN CHECK FEE - FIRE SAFE

	-336,866		-412,811		-400,000		-294,534	-400,000	-400,000		-400,000			
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338 INSPECTION FEES - PLUMBING

	-255,633		-374,215		-590,000		-354,682	-425,000	-590,000		-590,000			
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341 INSPECTION FEES - ELECTRICAL

	-407,302		-426,469		-590,000		-362,458	-500,000	-590,000		-590,000			
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358 SEWER INSPECTION FEES

	-2,825		-6,250		-8,125		-4,845	-6,000	-8,125		-8,125			
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602 MISCELLANEOUS SMALL PERMIT FEES

			-35,945		-100,000		-74,589	-44,000	-44,000		-44,000			
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TOTAL CLASS: 20 PERMITS & FEES

	-3,299,994		-3,943,369		-4,883,125		-3,441,605	-4,550,000	-4,927,125		-4,927,125			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-34,351		-43,689		-52,500		-38,261	-52,500	-45,400		-31,800			
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389 MISCELLANEOUS REVENUES

1216

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING 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
	-95,218		-65,287		-50,000		-63,016	-100,000	-100,000			-100,000		
757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-6,109		-4,033											
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-135,678		-113,009		-102,500		-101,277	-152,500	-145,400			-131,800		
TOTAL DEPARTMENT: 03 REVENUE														
	-5,289,492		-5,586,616		-6,356,141		-4,913,398	-6,073,016	-6,300,214			-6,276,040		

1217

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

027	SR. STRUCTURAL PLANS EXAMINER													
	96,489	1.00	99,052	1.00	103,093	1.00	79,865	102,496	106,594	1.00	106,594	1.00		
041	COMMUNITY DEVELOPMENT DIRECTOR													
	7,712	.05	7,886	.05	8,146	.05	8,677	10,448	8,328	.05	8,328	.05		
073	BUILDING OFFICIAL													
	115,166	1.00	77,817	1.00	108,918	1.00	97,031	125,554	133,098	1.00	133,098	1.00		
076	OFFICE SUPERVISOR													
	7,438	.10	6,124	.10	7,384	.10	5,914	7,387	7,770	.10	7,770	.10		
118	ELECTRICAL INSPECTOR LEAD													
	84,523	1.00	94,530	1.00	99,320	1.00	77,221	99,322	101,512	1.00	101,512	1.00		
120	PLANS EXAMINER 2													
	258,612	3.00	250,738	3.00	290,847	3.00	207,838	257,370	272,732	3.00	272,732	3.00		
121	BUILDING INSPECTOR													
	446,166	5.00	456,173	5.00	482,688	5.00	381,752	482,171	493,729	5.00	493,729	5.00		
127	PLUMBING INSPECTOR LEAD													
	100,124	1.00	102,370	1.00	107,497	1.00	84,451	107,502	109,889	1.00	109,889	1.00		
128	ELECTRICAL INSPECTOR													
	125,584	2.00	168,711	2.00	184,987	2.00	143,473	185,043	192,988	2.00	192,988	2.00		
129	PLUMBING INSPECTOR													
	171,908	2.00	175,974	2.00	184,836	2.00	143,794	184,910	188,910	2.00	188,910	2.00		
134	PLANS EXAMINER 1													
			23,728	1.00	85,967	1.00	32,156	45,947	64,091	1.00	64,091	1.00		
142	SENIOR PLANS EXAMINER													
	96,489	1.00	119,638	1.00	95,165	1.00	69,410	95,061	102,121	1.00	102,121	1.00		
144	SENIOR FIELD INSPECTOR - BLDG													
	104,709	1.00	108,088	1.00	110,619	1.00	85,397	108,573	113,062	1.00	113,062	1.00		
150	STRUCTURAL PLANS EXAMINER													
	81,918	1.00	67,735	1.00	75,270	1.00	65,790	82,994	89,093	1.00	89,093	1.00		
221	SUPPORT SPECIALIST 2													

1218

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	10,716	.20	10,949	.20	11,417	.20	8,932	11,417	11,670	.20	11,670	.20		
225	PERMIT TECHNICIAN													
	113,032	3.00	141,434	3.00	174,533	3.00	131,651	164,268	181,645	3.00	181,645	3.00		
275	TEMPORARY EMPLOYEES													
	25,890		94,996		66,082		46,935	83,881	121,791		121,791			
283	APPLICATIONS DEVELOPMENT MANAGER													
					7,298	.25		1,843	23,948	.25	23,090	.25		
299	PAYROLL TAXES AND FRINGES													
	932,578		977,079		1,146,169		909,479	1,141,085	1,242,786		1,242,518			

TOTAL CLASS: 05 PERSONNEL SERVICES

	2,779,054	22.35	2,983,022	23.35	3,350,236	23.60	2,579,766	3,297,272	3,565,757	23.60	3,564,631	23.60		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	1,056		1,026		2,300		1,791	2,300	2,300		2,300			
303	OFFICE FURNITURE & EQUIPMENT													
	1,451		3,500		400				4,040		4,040			
304	DEPARTMENT EQUIPMENT EXPENSE													
	483		637		1,925		270	1,525	2,300		2,300			
305	SPECIAL DEPARTMENT SUPPLIES													
	165		37		800		245	488	680		680			
307	MEMBERSHIP FEES													
	2,728		4,287		6,857		2,604	5,635	4,200		4,200			
308	PERIODICALS & SUBSCRIPTIONS													
	7,263		810		21,760		16,871	21,544	15,852		15,852			
317	COMPUTER EQUIPMENT													
	10,950		5,423											
321	TRAVEL, TRAINING & SUBSISTENCE													
	13,395		14,184		31,456		14,346	27,083	34,562		34,562			
328	MEALS & RELATED EXPENSE													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	74		103		275		265	275	500		500			
330	MILEAGE REIMBURSEMENT													
	49		339		125			75	25		25			
341	COMMUNICATIONS EXPENSE													
	8,722		8,626		8,736		5,625	8,736	9,600		9,600			
342	DATA COMMUNICATION EXPENSE													
	6,718		6,722		6,888		5,041	6,888	7,680		7,680			
361	UNIFORMS & SPECIAL CLOTHING													
	993		280		1,600		80	1,300	1,600		1,600			
371	EQUIPMENT OPER & MAINT EXPENSE													
					380				380		380			
377	PUBLIC RELATIONS EXPENSE													
	1,000		1,000		2,000		1,000	1,000	1,000		1,000			
406	BANK SERVICE FEES													
	39,163		44,965		40,000		33,486	40,000	40,000		40,000			
511	PROFESSIONAL SERVICES													
			67,994		33,250		45,027	33,250	93,950		93,950			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	94,210		159,933		158,752		126,651	150,099	218,669		218,669			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	47,437		49,698		26,500		24,800	26,500	29,280					
675	COMPUTER SOFTWARE PACKAGES													
					250,000			250,000	250,000		250,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	47,437		49,698		276,500		24,800	276,500	279,280		250,000			
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													

1220

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	404,014		698,063		736,392		613,660	736,392	749,895		749,895			
816	TRSFERS TO REPROGRAPHICS FUND													
	6,730		6,539		5,505		5,821	5,505	8,130		8,130			
817	TRSFERS TO GARAGE FUND													
	41,057		38,520		48,863		28,472	48,863	46,431		46,431			
818	TRSFERS TO ISD-ALLOCATED													
	171,992		187,908		178,715		148,929	178,715	173,964		192,189			
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
	92,148		46,074		80,024		66,687	80,024	79,483		79,483			
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
	122,612		46,342		61,497		51,248	82,531	21,034					
841	TRSFER TO GF, WEB MANAGEMENT													
									21,045		19,504			
TOTAL CLASS: 25 TRANSFERS														
	838,553		1,023,446		1,110,996		914,817	1,132,030	1,099,982		1,095,632			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					1,350,440				1,050,393		1,060,975			
996	RESERVE - EQUIPMENT REPLACEMT													
					109,217				86,133		86,133			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					1,459,657				1,136,526		1,147,108			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	3,759,254	22.35	4,216,099	23.35	6,356,141	23.60	3,646,034	4,855,901	6,300,214	23.60	6,276,040	23.60		

1221

**BUILDING OPERATING FUND  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
27	SR. STRUCTURAL PLANS EXAMINER	1.00	1.00					1.00
41	COMMUNITY DEVELOPMENT DIRECTOR	0.05	0.05					0.05
73	BUILDING OFFICIAL	1.00	1.00					1.00
76	OFFICE SUPERVISOR	0.10	0.10					0.10
118	ELECTRICAL INSPECTOR LEAD	1.00	1.00					1.00
120	PLANS EXAMINER 2	3.00	3.00					3.00
121	BUILDING INSPECTOR	5.00	5.00					5.00
127	PLUMBING INSPECTOR LEAD	1.00	1.00					1.00
128	ELECTRICAL INSPECTOR	2.00	2.00					2.00
129	PLUMBING INSPECTOR	2.00	2.00					2.00
134	PLANS EXAMINER 1	1.00	1.00					1.00
142	SENIOR PLANS EXAMINER	1.00	1.00					1.00
144	SENIOR FIELD INSPECTOR - BLDG	1.00	1.00					1.00
150	STRUCTURAL PLANS EXAMINER	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	0.20	0.20					0.20
225	PERMIT TECHNICIAN	3.00	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAG	0.00	0.25					0.25
	<b>Total</b>	<b>23.35</b>	<b>23.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.60</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
27	SR. STRUCTURAL PLANS EXAMINER	1.00					1.00
41	COMMUNITY DEVELOPMENT DIRECTOR	0.05					0.05
73	BUILDING OFFICIAL	1.00					1.00
76	OFFICE SUPERVISOR	0.10					0.10
118	ELECTRICAL INSPECTOR LEAD	1.00					1.00
120	PLANS EXAMINER 2	3.00					3.00
121	BUILDING INSPECTOR	5.00					5.00
127	PLUMBING INSPECTOR LEAD	1.00					1.00
128	ELECTRICAL INSPECTOR	2.00					2.00
129	PLUMBING INSPECTOR	2.00					2.00
134	PLANS EXAMINER 1	1.00					1.00
142	SENIOR PLANS EXAMINER	1.00					1.00
144	SENIOR FIELD INSPECTOR - BLDG	1.00					1.00
150	STRUCTURAL PLANS EXAMINER	1.00					1.00
221	SUPPORT SPECIALIST 2	0.20					0.20
225	PERMIT TECHNICIAN	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAG	0.25					0.25
	<b>Total</b>	<b>23.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.60</b>



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING 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												
		1,853,820		1,530,238		1,370,516		1,370,516		1,227,689			1,217,115

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,853,820		1,530,238		1,370,516		1,370,516		1,227,689			1,217,115
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CLASS: 20 PERMITS & FEES

333	BUILDING PERMITS FEES												
		1,477,981		1,566,973		2,300,000		2,300,000		2,400,000			2,400,000

334	PLAN CHECK FEE - COMMERCIAL												
		667,228		775,968		675,000		675,000		675,000			675,000

335	PLAN CHECK FEE - RESIDENT												
		152,159		344,738		220,000		200,000		220,000			220,000

336	PLAN CHECK FEE - FIRE SAFE												
		336,866		412,811		400,000		400,000		400,000			400,000

338	INSPECTION FEES - PLUMBING												
		255,633		374,215		590,000		425,000		590,000			590,000

341	INSPECTION FEES - ELECTRICAL												
		407,302		426,469		590,000		500,000		590,000			590,000

358	SEWER INSPECTION FEES												
		2,825		6,250		8,125		6,000		8,125			8,125

602	MISCELLANEOUS SMALL PERMIT FEES												
				35,945		100,000		44,000		44,000			44,000

TOTAL CLASS: 20 PERMITS & FEES

		3,299,994		3,943,369		4,883,125		4,550,000		4,927,125			4,927,125
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		34,351		43,689		52,500		52,500		45,400			31,800

389	MISCELLANEOUS REVENUES												
		95,218		65,287		50,000		100,000		100,000			100,000

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		6,109		4,033									

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

333 BUILDING PERMITS FEES

FY 18-19 ESTIMATED IS BASED UPON 180 SINGLE FAMILY RESIDENTAL UNITS, 352 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 19-20 ESTIMATED IS BASED UPON 180 SINGLE FAMILY RESIDENTAL UNITS, 764 MULTI FAMILY UNITS AND 14 NEW COMMERCIAL BUILDINGS  
 FY 20-21 PROPOSED IS BASED UPON 200 SINGLE FAMILY RESIDENTAL UNITS, 747 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS \$2,400,000

334 PLAN CHECK FEE - COMMERCIAL

335 PLAN CHECK FEE - RESIDENT

336 PLAN CHECK FEE - FIRE SAFE

338 INSPECTION FEES - PLUMBING

341 INSPECTION FEES - ELECTRICAL

358 SEWER INSPECTION FEES

602 MISCELLANEOUS SMALL PERMIT FEES

FEES FROM MISCELLANEOUS SMALL PERMITS  
 THIS REVENUE WAS PREVIOUSLY ACCOUNTED FOR IN ACCOUNT 389 \$44,000

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%  
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$31,800

389 MISCELLANEOUS REVENUES

ADMINISTRATION FEE FOR COLLECTING: \$100,000  
 METRO CONSTRUCTION EXCISE TAX  
 THPRD SYSTEM DEVELOPMENT FEES  
 SCHOOL CONSTRUCTION EXCISE TAX

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	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: 35 MISCELLANEOUS REVENUES

	135,678		113,009		102,500		152,500	145,400				131,800	
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TOTAL PROGRAM: 0000 UNRESTRICTED

	5,289,492		5,586,616		6,356,141		6,073,016	6,300,214				6,276,040	
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TOTAL DEPARTMENT: 03 REVENUE

	5,289,492		5,586,616		6,356,141		6,073,016	6,300,214				6,276,040	
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### BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION 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

041	COMMUNITY DEVELOPMENT DIRECTOR												
	7,712	.05	7,886	.05	8,146	.05	10,448	8,328	.05	8,328	.05		
073	BUILDING OFFICIAL												
	115,166	1.00	77,817	1.00	108,918	1.00	125,554	133,098	1.00	133,098	1.00		
076	OFFICE SUPERVISOR												
	7,438	.10	6,124	.10	7,384	.10	7,387	7,770	.10	7,770	.10		
142	SENIOR PLANS EXAMINER												
	24,123	.25	29,909	.25	23,793	.25	23,767	25,532	.25	25,532	.25		
144	SENIOR FIELD INSPECTOR - BLDG												
	26,179	.25	27,023	.25	27,654	.25	27,140	28,266	.25	28,266	.25		
221	SUPPORT SPECIALIST 2												
	10,716	.20	10,949	.20	11,417	.20	11,417	11,670	.20	11,670	.20		
275	TEMPORARY EMPLOYEES												
	49,585												
283	APPLICATIONS DEVELOPMENT MANAGER												
					7,298	.25	1,843	23,948	.25	23,090	.25		
299	PAYROLL TAXES AND FRINGES												
	108,356		53,310		85,226		97,128	125,632		125,364			

TOTAL CLASS: 05 PERSONNEL SERVICES

	299,690	1.85	262,603	1.85	279,836	2.10	304,684	364,244	2.10	363,118	2.10		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,056		1,026		2,300		2,300	2,300		2,300			
303	OFFICE FURNITURE & EQUIPMENT												
			1,640					1,800		1,800			
304	DEPARTMENT EQUIPMENT EXPENSE												
			100		100		100	100		100			
305	SPECIAL DEPARTMENT SUPPLIES												
	71		30		150		150	240		240			

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 041 COMMUNITY DEVELOPMENT DIRECTOR  
 POSITION IS ALLOCATED .95 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.  
 FY 2019-20 REFLECTS 592 HRS PTO CASH-IN.
  - 073 BUILDING OFFICIAL
  - 076 OFFICE SUPERVISOR  
 POSITION IS ALLOCATED .90 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.
  - 142 SENIOR PLANS EXAMINER
  - 144 SENIOR FIELD INSPECTOR - BLDG  
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
  - 221 SUPPORT SPECIALIST 2  
 POSITION FUNDED 80% IN GENERAL FUND - CDD ADMIN FUND (0661).
  - 275 TEMPORARY EMPLOYEES
  - 283 APPLICATIONS DEVELOPMENT MANAGER  
 FY 2019-20 REFLECTS MID-YEAR ESTABLISHMENT OF A 2-YEAR LIMITED DURATION 1 FTE APPLICATION  
 DEVELOPMENT MANAGER TO OVERSEE IMPLEMENTATION OF THE NEW ELECTRONIC PERMITTING  
 SYSTEM. THE POSITION IS ALLOCATED 75% GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.  
 AND 25% BUILDING FUND, PROGRAM 0664.
  - 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301 OFFICE EXPENSE  
 GENERAL OFFICE SUPPLIES (23 STAFF X \$100 EACH). \$2,300
  - 303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS FOR THREE FTE (3 X \$600 EACH) \$1,800
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC TOOLS, ETC. \$100
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 NOISE CANCELLING HEADPHONES \$240

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION 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
307	MEMBERSHIP FEES												
	1,355		1,824		1,687		1,000	2,070		2,070			
308	PERIODICALS & SUBSCRIPTIONS												
	611		301		600		384	250		250			
317	COMPUTER EQUIPMENT												
	10,950		5,423										
321	TRAVEL, TRAINING & SUBSISTENCE												
	11,510		13,244		22,583		22,583	27,704		27,704			
328	MEALS & RELATED EXPENSE												
	74		103		225		225	450		450			
330	MILEAGE REIMBURSEMENT												
	49		339		100		50						
341	COMMUNICATIONS EXPENSE												
	8,722		8,626		8,736		8,736	9,600		9,600			
342	DATA COMMUNICATION EXPENSE												
	6,718		6,722		6,888		6,888	7,680		7,680			
371	EQUIPMENT OPER & MAINT EXPENSE												
					380			380		380			
377	PUBLIC RELATIONS EXPENSE												
	1,000		1,000		2,000		1,000	1,000		1,000			
406	BANK SERVICE FEES												
	39,163		44,965		40,000		40,000	40,000		40,000			
511	PROFESSIONAL SERVICES												

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 307 MEMBERSHIP FEES
  - ALL MEMBERSHIP FEES TOTAL\$2,070
  - INTERNATIONAL CODE COUNCIL (ICC)
  - OREGON BUILDING OFFICIALS ASSOCIATION (OBOA)
  - NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
  - NATIONAL FIRE SPRINKLER ASSOCIATION (NFSA)
  - OREGON PERMIT TECHNICIAN ASSOCIATION (OPTA)
  - OREGON AUTOMATIC FIRE ALARM ASSOCIATION (OAFAA)
  - AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC)
  - STRUCTURAL ENGINEERS ASSOCIATION OF OREGON (SEAO)
  - ICC CERTIFICATION RENEWAL (1 STAFF)
  - ICC CERTS 1 STAFF X 2
- 308 PERIODICALS & SUBSCRIPTIONS
  - REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$250
  - NEW STATE RESIDENTIAL BUILDING CODE, ELECTRICAL CODE, AND PLUMBING CODE THIS FY,
- 317 COMPUTER EQUIPMENT
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - ALL TRAVEL, TRAINING & SUBSISTENCE
  - OBOA ANNUAL BUSINESS MEETING, INCLUDES REQUIRED CONTINUING ED CREDITS \$3,725  
(REGISTRATION AND TRAVEL FOR 5 STAFF)
  - CERTIFICATION AND PROFESSIONAL LICENSE MAINTENANCE FOR CERTIFIED STAFF \$17,235  
(REGISTRATION AND TRAVEL FOR 18 CERTIFIED STAFF)
  - PERMIT TECHNICIAN TRAINING \$915  
(REGISTRATION AND TRAVEL FOR 3 PERMIT TECHNICIANS)
  - OBOA QUARTERLY BUSINESS MEETINGS \$1,325  
(REGISTRATION AND TRAVEL FOR 4 STAFF)
  - BUILDING/MECHANICAL INSPECTOR TRAINING COURSE (REGISTRATION AND TRAVEL FOR 1 STAFF) \$750
  - STATE CODE CHANGE, REQUIRED CLASSES (REGISTRATION AND TRAVEL) \$3,754
- 328 MEALS & RELATED EXPENSE
  - VARIOUS LUNCH AND DINNER MEETING REIMBURSEMENTS \$450
  - PROFESSIONAL ORGANIZATIONS, ETC.
  - HOST PLUMBING CHIEF MEETINGS (2 MEETINGS)
  - HOST DEV ROUNDTABLE TO REVIEW NEW CODE/UPCOMING PROCESS CHANGES
- 330 MILEAGE REIMBURSEMENT
  - PROFESSIONAL TRAININGS AND ORGANIZATIONS MEETINGS, TRAVEL TO/FROM
  - STAFF USE OF PRIVATE VEHICLES FOR TRAVEL
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 16 STAFF (16 STAFF X \$50 PER MONTH X 12 MONTHS ) \$9,600
- 342 DATA COMMUNICATION EXPENSE
  - DATA PLAN FOR 16 COMMUNICATION DEVICES ( 16 DEVICES X \$480 EACH) \$7,680
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - PLAN PERFORATOR MAINTENANCE COSTS AND CONTRACTS \$380
- 377 PUBLIC RELATIONS EXPENSE
  - ALL PUBLIC RELATIONS EXPENSES \$1,000
  - OBOA PUBLIC OUTREACH PROMOTING THE VALUE OF BUILDING CODE ADMINISTRATION
  - DEVELOPMENT REVIEW PROCESS CUSTOMER SERVICE ENHANCEMENTS
- 406 BANK SERVICE FEES
  - ANNUAL TRANSACTION FEES FOR PERMITS PAID BY CREDIT CARD. \$40,000
- 511 PROFESSIONAL SERVICES

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION 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
			67,994		33,250		33,250	93,950		93,950			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	81,279		153,337		118,996		116,666	187,524		187,524			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	47,437		49,698		26,500		26,500	29,280					
675	COMPUTER SOFTWARE PACKAGES												
					250,000		250,000	250,000		250,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	47,437		49,698		276,500		276,500	279,280		250,000			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	404,014		698,063		736,392		736,392	749,895		749,895			
816	TRSFERS TO REPROGRAPHICS FUND												
	6,730		6,539		5,505		5,505	8,130		8,130			
817	TRSFERS TO GARAGE FUND												
	41,057		38,520		48,863		48,863	46,431		46,431			
818	TRSFERS TO ISD-ALLOCATED												
	171,992		187,908		178,715		178,715	173,964		192,189			
835	TRSFER TO GF, BVTN BLDG OPERATIONS												
	92,148		46,074		80,024		80,024	79,483		79,483			
836	TRSFER TO GF, BVTN BLDG DEBT SVC												
	122,612		46,342		61,497		82,531	21,034					
841	TRSFER TO GF, WEB MANAGEMENT												
								21,045		19,504			
TOTAL CLASS: 25 TRANSFERS													
	838,553		1,023,446		1,110,996		1,132,030	1,099,982		1,095,632			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					1,350,440			1,050,393		1,060,975			
996	RESERVE - EQUIPMENT REPLACEMT												
					109,217			86,133		86,133			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,459,657			1,136,526		1,147,108			

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

CONTRACT PLANS REVIEW SERVICES \$30,000  
 DEVELOPMENT REVIEW PROCESS (DRP) IMPROVEMENTS  
 DRP - RFP CONSULTANT CONT'D (75 ADMIN/25 BUILDING) \$3,950  
 (25% X \$15,800 CARRY FORWARD FY2020 ENCUMBERED UNSPENT)  
 DRP - EPS IMPLEMENT & TRAINING (75 ADMIN/25 BUILDING) \$30,000  
 (\$15,000 + \$15,000 CARRY FORWARD FY2020 UNSPENT)  
 DRP - PHASE 4 - CONSULTANT NEW; EX. FEE STRUCTURE EVALUATION (75 ADMIN/25 BUILDING) \$20,000  
 (\$10,000 + \$10,000 CARRY FORWARD FY2020 UNSPENT)  
 ORGANIZATIONAL DEVELOPMENT - FACILITATION, TEAM BUILDING, TEAM TRAININGS \$10,000

641 VEHICLES  
 NO APPROPRIATION

675 COMPUTER SOFTWARE PACKAGES  
 DEVELOPMENT REVIEW PROCESS (DRP) IMPROVEMENTS  
 DRP - ELECTRONIC PERMITTING SOFTWARE \$250,000

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 \$488,783  
 REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC  
 DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL) \$261,112

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

817 TRSFERS TO GARAGE FUND  
 FLEET SERVICES PROVIDED BY THE GARAGE FUND \$46,431

818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$134,338  
 ALLOCATION OF PARTIAL BUSINESS ANALYST PROGRAMMER FOR THE DRP PROJECTS \$43,711  
 25% ALLOCATION OF A NEW SYSTEMS ANALYST POSITION DEDICATED TO THE DRP PROJECTS \$14,140

835 TRSFER TO GF, BVTN BLDG OPERATIONS  
 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$79,483

836 TRSFER TO GF, BVTN BLDG DEBT SVC  
 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION  
 THE SPECIAL REVENUE BONDS WILL BE PAID OFF IN FY2019-20

841 TRSFER TO GF, WEB MANAGEMENT  
 WEB MANAGEMENT EXPENSE ALLOCATION PREVIOUSLY PART IS ISD ALLOCATION \$19,504

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
 RESERVE FOR BUILDING FUND VEHICLES. \$86,133

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 0664 BLDG DIVISION ADMINISTRATION

	1,266,959	1.85	1,489,084	1.85	3,245,988	2.10	1,829,880	3,067,556	2.10	3,043,382	2.10		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

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

027	SR. STRUCTURAL PLANS EXAMINER												
	96,489	1.00	99,052	1.00	103,093	1.00	102,496	106,594	1.00	106,594	1.00		
120	PLANS EXAMINER 2												
	258,612	3.00	250,738	3.00	290,847	3.00	257,370	272,732	3.00	272,732	3.00		
134	PLANS EXAMINER 1												
			23,728	1.00	85,967	1.00	45,947	64,091	1.00	64,091	1.00		
142	SENIOR PLANS EXAMINER												
	72,366	.75	89,729	.75	71,372	.75	71,294	76,589	.75	76,589	.75		
150	STRUCTURAL PLANS EXAMINER												
	81,918	1.00	67,735	1.00	75,270	1.00	82,994	89,093	1.00	89,093	1.00		
225	PERMIT TECHNICIAN												
	113,032	3.00	141,434	3.00	174,533	3.00	164,268	181,645	3.00	181,645	3.00		
275	TEMPORARY EMPLOYEES												
			26,403		22,300		50,291	71,343		71,343			
299	PAYROLL TAXES AND FRINGES												
	327,004		338,272		433,595		431,646	479,696		479,696			

TOTAL CLASS: 05 PERSONNEL SERVICES

	949,421	8.75	1,037,091	9.75	1,256,977	9.75	1,206,306	1,341,783	9.75	1,341,783	9.75		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	1,451		832					2,240		2,240			
304	DEPARTMENT EQUIPMENT EXPENSE												
	130		100		125		125	200		200			
305	SPECIAL DEPARTMENT SUPPLIES												
	94		7		300		138	240		240			
307	MEMBERSHIP FEES												
	590		1,960		1,870		1,870	1,300		1,300			
308	PERIODICALS & SUBSCRIPTIONS												
	1,160		103		9,160		9,160	7,000		7,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	3,425		3,002		11,455		11,293	10,980		10,980			
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TOTAL PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

	952,846	8.75	1,040,093	9.75	1,268,432	9.75	1,217,599	1,352,763	9.75	1,352,763	9.75		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

027 SR. STRUCTURAL PLANS EXAMINER

120 PLANS EXAMINER 2  
 FY 2019-20 REFLECTS 75 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.

134 PLANS EXAMINER 1

142 SENIOR PLANS EXAMINER

150 STRUCTURAL PLANS EXAMINER

225 PERMIT TECHNICIAN  
 FY 18-19 INCREASE REFLECTS 1 FTE PERMIT TECH POSITION BUDGETED TO BE FILLED FULL TIME.  
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.

275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR FIRE ALARM, FIRE SPRINKLER, AND STRUCTURAL FIRE  
 LIFE SAFETY AND MECHANICAL PLAN REVIEW, ETC.

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

303 OFFICE FURNITURE & EQUIPMENT  
 SIT STAND DESKS FOR 2 FTE (2 X \$495) \$990  
 UNDERMOUNT FOR COMPUTER FOR 2 FTE (2 X \$25) \$50  
 CHAIRS FOR 2 FTE (2 X \$600) \$1,200

304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC. EQUIPMENT \$200

305 SPECIAL DEPARTMENT SUPPLIES  
 NOISE CANCELLING HEADPHONES \$240

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,300  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION RENEWAL (4 STAFF)  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (2 STAFF)  
 STATE CERTIFICATION CONVERSION (2 STAFF)  
 PE LICENSE RENEWAL (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 NEW STATE RESIDENTIAL BUILDING CODE, ELECTRICAL CODE, AND PLUMBING CODE THIS FY, \$7,000

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

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

121	BUILDING INSPECTOR												
	446,166	5.00	456,173	5.00	482,688	5.00	482,171	493,729	5.00	493,729	5.00		
144	SENIOR FIELD INSPECTOR - BLDG												
	78,530	.75	81,065	.75	82,965	.75	81,433	84,796	.75	84,796	.75		
275	TEMPORARY EMPLOYEES												
	13,994		18,432		26,224		26,570	26,587		26,587			
299	PAYROLL TAXES AND FRINGES												
	240,425		270,002		291,384		288,013	301,209		301,209			

TOTAL CLASS: 05 PERSONNEL SERVICES

	779,115	5.75	825,672	5.75	883,261	5.75	878,187	906,321	5.75	906,321	5.75		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	309		275		800		500	1,000		1,000			
305	SPECIAL DEPARTMENT SUPPLIES												
					150		100	100		100			
307	MEMBERSHIP FEES												
	418		178		1,400		1,200	240		240			
308	PERIODICALS & SUBSCRIPTIONS												
	2,929		406		10,600		10,600	3,670		3,670			
361	UNIFORMS & SPECIAL CLOTHING												
	339		280		800		500	800		800			

TOTAL CLASS: 10 MATERIALS & SERVICES

	3,995		1,139		13,750		12,900	5,810		5,810			
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TOTAL PROGRAM: 0666 BUILDING INSPECTION

	783,110	5.75	826,811	5.75	897,011	5.75	891,087	912,131	5.75	912,131	5.75		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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121 BUILDING INSPECTOR  
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.

144 SENIOR FIELD INSPECTOR - BLDG

275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR BUILDING, MECHANICAL, FIRE SPRINKLER AND ALARM INSPECTIONS, ETC.

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

304 DEPARTMENT EQUIPMENT EXPENSE  
 ALL DEPARTMENT EQUIPMENT EXPENSE TOTAL \$1,000  
 MISCELLANEOUS TOOLS AND EQUIPMENT REQUIRED FOR INSPECTIONS (INCLUDING REPLACEMENTS)  
 (TAPE MEASURES, STAPLERS, FLASHLIGHTS, PRESSURE GAUGES, LEVELS, ETC.)  
 TRUCK ORGANIZERS  
 CELL PHONES AND ACCESSORIES  
 COMPUTER CASES, ETC.

305 SPECIAL DEPARTMENT SUPPLIES  
 ARCHITECT/ENGINEER SCALES, ETC. \$100

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$240  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 NEW STATE RESIDENTIAL BUILDING CODE, ELECTRICAL CODE, AND PLUMBING CODE THIS FY, \$3,670  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.

361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, PROTECTIVE EYEWEAR, SHOE COVERS, ETC.  
 \$800

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

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

127	PLUMBING INSPECTOR LEAD	100,124	1.00	102,370	1.00	107,497	1.00	107,502	109,889	1.00	109,889	1.00	
129	PLUMBING INSPECTOR	171,908	2.00	175,974	2.00	184,836	2.00	184,910	188,910	2.00	188,910	2.00	
275	TEMPORARY EMPLOYEES					10,358		4,212	11,229		11,229		
299	PAYROLL TAXES AND FRINGES	154,636		159,341		172,436		162,846	167,148		167,148		

TOTAL CLASS: 05 PERSONNEL SERVICES

		426,668	3.00	437,685	3.00	475,127	3.00	459,470	477,176	3.00	477,176	3.00	
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT			576		400							
304	DEPARTMENT EQUIPMENT EXPENSE			114		400		400	500		500		
305	SPECIAL DEPARTMENT SUPPLIES					100		50	50		50		
307	MEMBERSHIP FEES	125		85		905		905	230		230		
308	PERIODICALS & SUBSCRIPTIONS	1,255				900		900	1,778		1,778		
361	UNIFORMS & SPECIAL CLOTHING	390				400		400	400		400		

TOTAL CLASS: 10 MATERIALS & SERVICES

		1,770		775		3,105		2,655	2,958		2,958		
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TOTAL PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

		428,438	3.00	438,460	3.00	478,232	3.00	462,125	480,134	3.00	480,134	3.00	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 127 PLUMBING INSPECTOR LEAD  
 FY 2019-20 AND FY 2020-21 REFLECT 80 HRS PTO CASH-IN.
- 129 PLUMBING INSPECTOR
- 275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR PLUMBING INSPECTIONS AND PLAN REVIEW, ETC.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 ALL DEPARTMENT EQUIPMENT EXPENSE TOTAL \$500  
 MISCELLANEOUS TOOLS AND EQUIPMENT REQUIRED FOR INSPECTIONS (INCLUDING REPLACEMENTS) (TAPE MEASURES, STAPLERS, FLASHLIGHTS, PRESSURE GAUGES, LEVELS, ETC.)  
 TRUCK ORGANIZERS  
 CELL PHONES AND ACCESSORIES  
 COMPUTER CASES, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 ARCHITECT/ENGINEER SCALES, ETC. \$50
- 307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$230  
 NATIONAL IAPMO MEMBERSHIP FEES (1 STAFF)  
 LOCAL IAPMO MEMBERSHIP FEES (3 STAFF)
- 308 PERIODICALS & SUBSCRIPTIONS  
 NEW STATE RESIDENTIAL BUILDING CODE, ELECTRICAL CODE, AND PLUMBING CODE THIS FY, REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$1,778
- 361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC, SHOE COVERS, ETC. \$400

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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

118	ELECTRICAL INSPECTOR LEAD												
	84,523	1.00	94,530	1.00	99,320	1.00	99,322	101,512	1.00	101,512	1.00		
128	ELECTRICAL INSPECTOR												
	125,584	2.00	168,711	2.00	184,987	2.00	185,043	192,988	2.00	192,988	2.00		
275	TEMPORARY EMPLOYEES												
	11,896		576		7,200		2,808	12,632		12,632			
299	PAYROLL TAXES AND FRINGES												
	102,157		156,154		163,528		161,452	169,101		169,101			

TOTAL CLASS: 05 PERSONNEL SERVICES

	324,160	3.00	419,971	3.00	455,035	3.00	448,625	476,233	3.00	476,233	3.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
			452										
304	DEPARTMENT EQUIPMENT EXPENSE												
	44		48		500		400	500		500		500	
305	SPECIAL DEPARTMENT SUPPLIES												
					100		50	50		50		50	
307	MEMBERSHIP FEES												
	240		240		995		660	360		360		360	
308	PERIODICALS & SUBSCRIPTIONS												
	1,308				500		500	3,154		3,154		3,154	
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,885		940		8,873		4,500	6,858		6,858		6,858	
328	MEALS & RELATED EXPENSE												
					50		50	50		50		50	
330	MILEAGE REIMBURSEMENT												
					25		25	25		25		25	

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

118 ELECTRICAL INSPECTOR LEAD

128 ELECTRICAL INSPECTOR

275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR ELECTRICAL PLAN REVIEW AND INSPECTION, ETC.

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

303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATION REQUESTED

304 DEPARTMENT EQUIPMENT EXPENSE  
 EQUIPMENT EXPENSE TOTAL \$500  
 MISCELLANEOUS TOOLS AND EQUIPMENT REQUIRED FOR INSPECTIONS (INCLUDING REPLACEMENTS)  
 (TAPE MEASURES, STAPLERS, FLASHLIGHTS, BELT PACKS, TOWELS, ETC.)  
 CELL PHONES FOR INSPECTIONS  
 COMPUTER CASES, ETC.

305 SPECIAL DEPARTMENT SUPPLIES  
 ARCHITECT/ENGINEER SCALES, ETC. \$50

307 MEMBERSHIP FEES  
 IAEI MEMBERSHIP RENEWALS (3 STAFF) \$360

308 PERIODICALS & SUBSCRIPTIONS  
 NEW STATE RESIDENTIAL BUILDING CODE, ELECTRICAL CODE, AND PLUMBING CODE THIS FY, REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$3,154

321 TRAVEL, TRAINING & SUBSISTENCE  
 ALL TRAVEL, TRAINING & SUBSISTENCE TOTAL  
 CERTIFIED ELECTRICAL STAFF TRAINING \$2,085  
 (REGISTRATION FOR 8 CERTIFIED STAFF)  
 IAEI OREGON CHAPTER CONFERENCE \$1,164  
 (REGISTRATION AND TRAVEL FOR 3 STAFF)  
 IAEI TRI-CHAPTER AND EDUCATIONAL INSTITUTE, BOISE ID  
 (REGISTRATION AND TRAVEL FOR 1 STAFF)  
 BUILDING/MECHANICAL AND/OR PLUMBING INSPECTOR TRAINING COURSE (2 STAFF) \$3,609

328 MEALS & RELATED EXPENSE  
 MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY). \$50

330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY). \$25

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

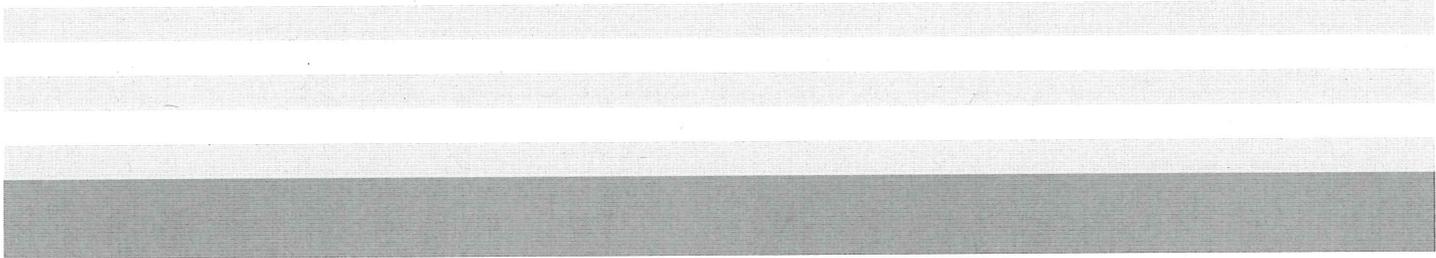
OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
361	UNIFORMS & SPECIAL CLOTHING												
	264				400		400	400		400			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	3,741		1,680		11,443		6,585	11,397		11,397			
TOTAL PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP													
	327,901	3.00	421,651	3.00	466,478	3.00	455,210	487,630	3.00	487,630	3.00		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	3,759,254	22.35	4,216,099	23.35	6,356,141	23.60	4,855,901	6,300,214	23.60	6,276,040	23.60		
TOTAL FUND: 105 BUILDING OPERATING FUND													
	3,759,254	22.35	4,216,099	23.35	6,356,141	23.60	4,855,901	6,300,214	23.60	6,276,040	23.60		

### BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

361 UNIFORMS & SPECIAL CLOTHING  
SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC. \$400



**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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0664-05-041	COMMUNITY DEVELOPMENT	0.05	134			10,448				10,448	4,968	15,416
105-70-0664-05-073	BUILDING OFFICIAL	1.00	2,096			125,554				125,554	48,612	174,166
105-70-0664-05-076	OFFICE SUPERVISOR	0.10	210			7,387				7,387	5,178	12,565
105-70-0664-05-142	SENIOR PLANS EXAMINER	0.25	524			23,765				23,767	12,398	36,165
105-70-0664-05-144	SENIOR FIELD INSPECTOR - BLDG	0.25	534			27,143				27,140	17,497	44,637
105-70-0664-05-221	SUPPORT SPECIALIST 2	0.20	419			11,416				11,417	7,244	18,661
105-70-0664-05-283	APPLICATIONS DEVELOPMENT	0.25	44			1,843				1,843	1,231	3,074
	BLDG DIVISION ADMINISTRATION	2.10	3,961			207,556				207,556	97,128	304,684
105-70-0665-05-027	SR. STRUCTURAL PLANS EXAMINER	1.00	2,096			99,496			3,000	102,496	31,568	134,064
105-70-0665-05-120	PLANS EXAMINER 2	3.00	6,351	20		256,187	1,183			257,370	154,881	412,251
105-70-0665-05-134	PLANS EXAMINER 1	1.00	1,622	5		45,735	212			45,947	30,338	76,285
105-70-0665-05-142	SENIOR PLANS EXAMINER	0.75	1,572			71,296				71,294	37,183	108,477
105-70-0665-05-150	STRUCTURAL PLANS EXAMINER	1.00	2,096			82,994				82,994	33,410	116,404
105-70-0665-05-225	PERMIT TECHNICIAN	3.00	5,901	63		161,507	2,761			164,268	129,647	293,915
105-70-0665-05-275	TEMPORARY EMPLOYEES		1,100			50,291				50,291	14,619	64,910
	BLDG PLAN REVIEW & PERMITS	9.75	20,738	88		767,506	4,156		3,000	774,660	431,646	1,206,306
105-70-0666-05-121	BUILDING INSPECTOR	5.00	10,567	60		470,463	3,978		7,730	482,171	234,098	716,269
105-70-0666-05-144	SENIOR FIELD INSPECTOR - BLDG	0.75	1,602			81,430				81,433	52,492	133,925
105-70-0666-05-275	TEMPORARY EMPLOYEES		780			26,570				26,570	1,423	27,993
	BUILDING INSPECTION	5.75	12,949	60		578,463	3,978		7,730	590,174	288,013	878,187
105-70-0667-05-127	PLUMBING INSPECTOR LEAD	1.00	2,176	10		106,498	734		270	107,502	63,714	171,216
105-70-0667-05-129	PLUMBING INSPECTOR	2.00	4,192	21		182,978	1,392		540	184,910	98,739	283,649
105-70-0667-05-275	TEMPORARY EMPLOYEES		120			4,212				4,212	393	4,605

1246

**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
105-70	COMMUNITY DEVELOPMENT DEPT											
	PLUMBING PLAN REVIEW & INSP	3.00	6,488	31		293,688	2,126		810	296,624	162,846	459,470
105-70-0668-05-118	ELECTRICAL INSPECTOR LEAD	1.00	2,096	10		98,348	704		270	99,322	60,699	160,021
105-70-0668-05-128	ELECTRICAL INSPECTOR	2.00	4,192	21		183,148	1,355		540	185,043	100,491	285,534
105-70-0668-05-275	TEMPORARY EMPLOYEES		80			2,808				2,808	262	3,070
	ELECTRICAL PLAN REVIEW & INSP	3.00	6,368	31		284,304	2,059		810	287,173	161,452	448,625
	**** DEPARTMENT TOTAL ****	23.60	50,504	210		2,131,517	12,319		12,350	2,156,187	1,141,085	3,297,272

1247

**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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0664-05-041	COMMUNITY DEVELOPMENT	0.05	103			8,328				8,328	4,660	12,988
105-70-0664-05-073	BUILDING OFFICIAL	1.00	2,088			133,098				133,098	60,448	193,546
105-70-0664-05-076	OFFICE SUPERVISOR	0.10	210			7,770				7,770	5,656	13,426
105-70-0664-05-142	SENIOR PLANS EXAMINER	0.25	522			25,532				25,532	13,304	38,836
105-70-0664-05-144	SENIOR FIELD INSPECTOR - BLDG	0.25	542			28,266				28,266	18,587	46,853
105-70-0664-05-221	SUPPORT SPECIALIST 2	0.20	419			11,670				11,670	7,419	19,089
105-70-0664-05-283	APPLICATIONS DEVELOPMENT	0.25	522			23,090				23,090	15,290	38,380
	BLDG DIVISION ADMINISTRATION	2.10	4,406			237,754				237,754	125,364	363,118
105-70-0665-05-027	SR. STRUCTURAL PLANS EXAMINER	1.00	2,088			104,194			2,400	106,594	33,178	139,772
105-70-0665-05-120	PLANS EXAMINER 2	3.00	6,344	30		270,825	1,907			272,732	164,278	437,010
105-70-0665-05-134	PLANS EXAMINER 1	1.00	2,088	10		63,633	458			64,091	52,008	116,099
105-70-0665-05-142	SENIOR PLANS EXAMINER	0.75	1,566			76,589				76,589	39,910	116,499
105-70-0665-05-150	STRUCTURAL PLANS EXAMINER	1.00	2,088			89,093				89,093	39,847	128,940
105-70-0665-05-225	PERMIT TECHNICIAN	3.00	6,344	10		181,208	437			181,645	144,348	325,993
105-70-0665-05-275	TEMPORARY EMPLOYEES		1,560			71,343				71,343	6,127	77,470
	BLDG PLAN REVIEW & PERMITS	9.75	22,078	50		856,885	2,802		2,400	862,087	479,696	1,341,783
105-70-0666-05-121	BUILDING INSPECTOR	5.00	10,520	60		483,385	4,148		6,196	493,729	244,146	737,875
105-70-0666-05-144	SENIOR FIELD INSPECTOR - BLDG	0.75	1,626			84,796				84,796	55,772	140,568
105-70-0666-05-275	TEMPORARY EMPLOYEES		780			26,587				26,587	1,291	27,878
	BUILDING INSPECTION	5.75	12,926	60		594,768	4,148		6,196	605,112	301,209	906,321
105-70-0667-05-127	PLUMBING INSPECTOR LEAD	1.00	2,168	10		108,866	753		270	109,889	65,836	175,725
105-70-0667-05-129	PLUMBING INSPECTOR	2.00	4,176	20		187,026	1,344		540	188,910	100,316	289,226
105-70-0667-05-275	TEMPORARY EMPLOYEES		320			11,229				11,229	996	12,225

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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
105-70	COMMUNITY DEVELOPMENT DEPT											
	PLUMBING PLAN REVIEW & INSP	3.00	6,664	30		307,121	2,097		810	310,028	167,148	477,176
105-70-0668-05-118	ELECTRICAL INSPECTOR LEAD	1.00	2,088	10		100,520	722		270	101,512	62,766	164,278
105-70-0668-05-128	ELECTRICAL INSPECTOR	2.00	4,176	20		191,075	1,373		540	192,988	105,217	298,205
105-70-0668-05-275	TEMPORARY EMPLOYEES		360			12,632				12,632	1,118	13,750
	ELECTRICAL PLAN REVIEW & INSP	3.00	6,624	30		304,227	2,095		810	307,132	169,101	476,233
	**** DEPARTMENT TOTAL ****	23.60	52,698	170		2,300,755	11,142		10,216	2,322,113	1,242,518	3,564,631

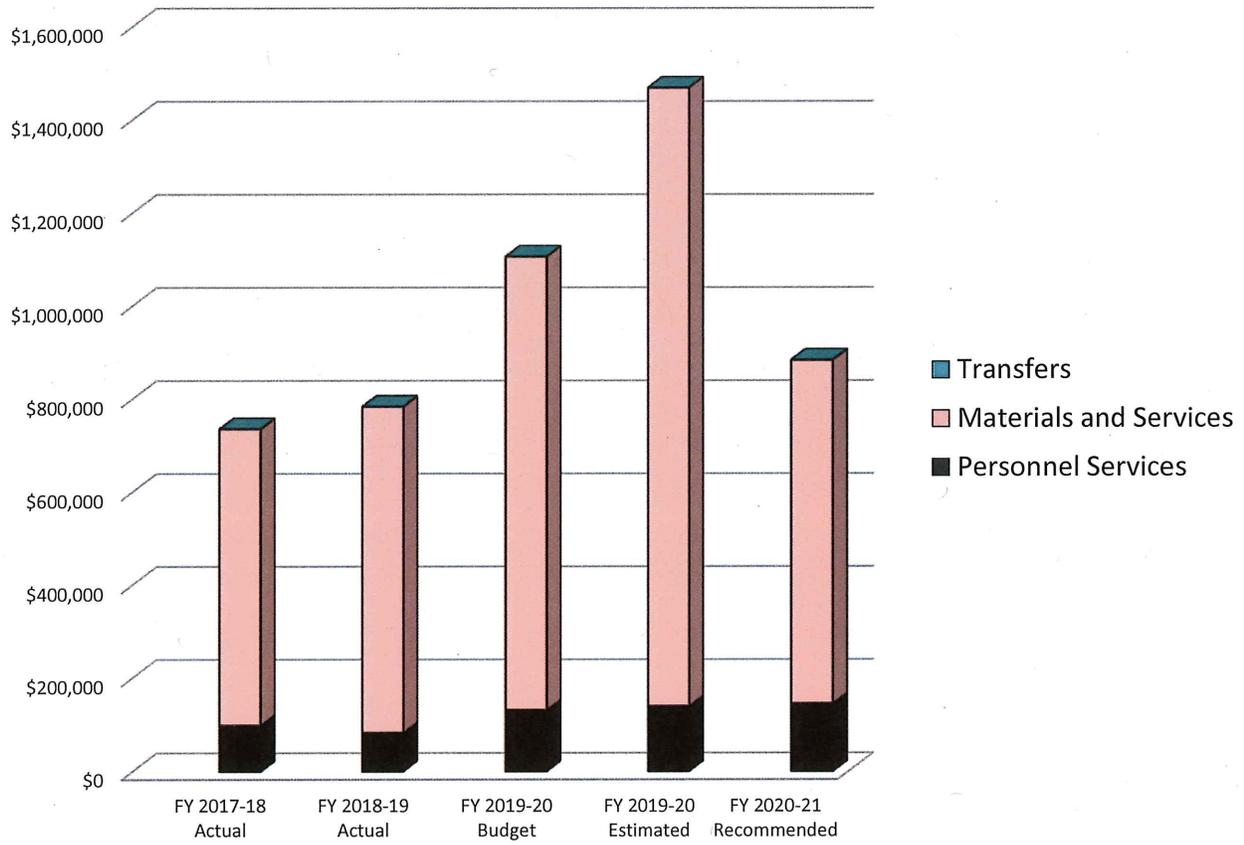
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# COMMUNITY DEVELOPMENT BLOCK GRANT

## 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:	<b>Community Development Block Grant</b>					% Change Budgeted Vs. Recommended
	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	
CLASS						
Personnel Services	\$98,632	\$83,052	\$131,465	\$139,476	\$145,131	10.40%
Materials and Services	636,846	700,469	974,320	1,329,248	738,070	-24.25%
Transfers	750	663	550	550	1,161	111.09%
SUB-TOTAL	\$736,228	\$784,184	\$1,106,335	\$1,469,274	\$884,362	
Contingency - Reserve			14,344		10,743	
TOTAL	\$736,228	\$784,184	\$1,120,679	\$1,469,274	\$895,105	
FTE's	1.15	1.15	1.40		1.15	

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

**Personnel Services:**

FY 2020-21 reflects an reallocation of 0.25 FTE for the Program Coordinator 40% General Fund and 60% CDBG. 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 decrease in the Proud Ground (home ownership) program of \$242K

**Debt Service**

No significant change.

**Transfers:**

FY 2020-21 reflects an increase of transfers to the Reprographics Fund.

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Program Goal:**

The City has received an annual CDBG entitlement from Housing and Urban Development, HUD, since 1994. The entitlement requires five-year objectives be outlined in a document known as the Consolidated Plan (Con Plan). The Con Plan is based upon input from Beaverton residents, stakeholders, and staff as well as needs data collected using traditional sources like the census. While the Con Plan drives CDBG funding decisions, an Annual Action Plan is the implementation tool. A Consolidated Annual Performance Evaluation Report (CAPER) is the tool that captures how the program measured against Annual Action Plan objectives. Fiscal year 20-21, known as CDBG Program Year 20 (PY20), is the first year of the city's 2020-24 Consolidated Plan. The Consolidated Plan and Annual Action Plan are developed in collaboration with Washington County and the City of Hillsboro, and as of PY16 the City of Beaverton completes a stand-alone CAPER. CDBG funding is subject to serving low/moderate income populations, defined as being at or below 80% AMI and meeting National Objectives.

Each year CDBG program objectives align with other city goals and priorities tied to housing, public services, and economic development.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.15	1.15	1.40	1.15	0.00
PERSONNEL SERVICES	\$98,632	\$83,052	\$131,465	\$145,131	\$0
MATERIALS & SERVICES	636,846	700,469	974,320	738,070	0
CAPITAL OUTLAY					
TRANSFERS	750	663	550	1,161	0
RESERVES	0	0	14,344	10,743	0
<b>TOTAL</b>	<b>\$736,228</b>	<b>\$784,184</b>	<b>\$1,120,679</b>	<b>\$895,105</b>	<b>\$0</b>

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$39,094	\$36,427	\$14,344	\$10,743	\$0
Federal Grants	584,897	684,413	1,012,635	786,162	0
Miscellaneous	148,664	77,688	93,700	98,200	0

**Program Objectives:**

Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements. These include but are not limited to: Affirmatively Furthering Fair Housing Plans, Consolidated Plans, and Annual Action Plans.

Objective #2: Administer CDBG program activities to maximize efficiency and comply with federal requirements. This includes managing objectives to performance, conducting desk and at-site compliance reviews of CDBG subrecipients, completing federal reporting, responding to HUD and City auditors, and submitting an annual Consolidated Annual Performance and Evaluation Report (CAPER).

Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives, and fulfill desired community outcomes.

Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives, including the National Community Development Association, the Housing and Supportive Services Network, the Continuum of Care Board, the Community Connect Advisory Committee, and other committees required to stay abreast of the marketplace.

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Progress on FY 2019-20 Programmatic Objectives**

- Objective #1: Fair Housing outreach included several landlord tenant trainings in collaboration with other CDBG Consortium members; conducted broad and significant outreach for creation of updated Consolidated Plan and associated Analysis of Impediments.
- Objective #2: In addition to delivering much needed funding to residents to mitigate impacts of the COVID-19 pandemic, staff continued to deploy on existing programs and manage subrecipient activity.
- Objective #3: CDBG implementation in microenterprise continued in FY 2019-20 and at the end of the fiscal year pivoted to provide business retention assistance to combat COVID-19. Business retention activities will continue in FY 2020-21.
- Objective #4: The CDBG staff continue to partner very closely with the local CDBG consortium, and participate (now virtually) with National Community Development Association, the Housing Supportive Services Network, and other local, regional and national organizations. These partnerships leverage knowledge, advance best practices, and increase efficiencies.

<b>Performance Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20* Projected</b>	<b>FY 2020-21* Proposed</b>
Number of Beaverton households assisted through the rehabilitation programs	48	47	28	66
Number of first time Beaverton persons receiving business development technical assistance	63	63	70	88
Number of Beaverton residents served by CDBG funded public services programs	876	930	495	410
Number of first time homebuyers assisted	4 (includes 1 resale)	4	2	4

\* Does not include CDBG-CV (COVID related CDBG funding as part of the CARES Act) funding objectives.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT 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

	-39,094		-36,427		-14,344		-14,344	-14,344	-10,743		-10,743			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-39,094		-36,427		-14,344		-14,344	-14,344	-10,743		-10,743			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

	-584,897		-684,413		-1,012,635		-50,264	-1,357,473	-978,855		-786,162			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-584,897		-684,413		-1,012,635		-50,264	-1,357,473	-978,855		-786,162			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-751		-47		-500									
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389 MISCELLANEOUS REVENUES

	-74,713		-4,441		-20,000		-27,827	-35,000	-25,000		-25,000			
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392 CDBG SECTION 108 RENTAL INCOME

	-73,200		-73,200		-73,200		-61,000	-73,200	-73,200		-73,200			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-148,664		-77,688		-93,700		-88,827	-108,200	-98,200		-98,200			
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TOTAL DEPARTMENT: 03 REVENUE

	-772,655		-798,528		-1,120,679		-153,435	-1,480,017	-1,087,798		-895,105			
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

025	DEVELOPMENT PROJECT COORDINATOR													
	51,912	.65	36,948	.50	54,668	.75	39,908	50,720	58,963	.75	58,963	.75		
186	PROGRAM COORDINATOR													
	6,933	.50	24,512	.65	41,098	.65	30,238	44,163	29,149	.40	29,149	.40		
221	SUPPORT SPECIALIST 2													
	15,937													
299	PAYROLL TAXES AND FRINGES													
	23,850		21,592		35,699		27,819	44,593	57,019		57,019			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	98,632	1.15	83,052	1.15	131,465	1.40	97,965	139,476	145,131	1.15	145,131	1.15		

CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES													
	940		1,040		1,500		100	570	1,500		1,500			
316	ADVERTISING, RECORDING & FILING													
	378		168		100		358	758	700		700			
318	COMPUTER SOFTWARE													
	6,500		6,500		6,500		2,000	6,500	6,500		6,500			
321	TRAVEL, TRAINING & SUBSISTENCE													
	5,187		2,852		4,600		206	206	4,150		4,150			
328	MEALS & RELATED EXPENSE													
	7		17		120		6	6	120		120			
330	MILEAGE REIMBURSEMENT													
	255		62		100				100		100			
377	PUBLIC RELATIONS EXPENSE													
			137		300		300	192						
380	CDBG PUBLIC SERVICES FUNDING GRANTS													
	118,764		82,862		120,000		115,000	115,000	120,000		120,000			
381	BUILDING EXPENSE													

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT      DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	2,667		22,083				3,601	3,601						
416	UNCOMMITTED GRANT FUNDS													
	7,566				252,153				82,693					
461	SPECIAL EXPENSE													
	220,000		309,600		240,000		249,950	249,950	330,000		220,000			
511	PROFESSIONAL SERVICES													
	500				12,000		11,000	12,000						
513	CDBG ACCESSIBILITY MINOR REHAB													
	139,000		165,463		195,000		195,000	195,000	245,000		245,000			
517	CDBG ECON DEVELOPMENT EXPENSE													
	135,082		109,685		141,947		131,853	131,853	140,000		119,677			
532	CDBG COVID-19 GRANT EXPENSE													
								613,612			20,323			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	636,846		700,469		974,320		709,374	1,329,248	930,763		738,070			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	750		663		550		386	550	1,161		1,161			
TOTAL CLASS: 25 TRANSFERS														
	750		663		550		386	550	1,161		1,161			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
998	RESERVE													
					14,344				10,743		10,743			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					14,344				10,743		10,743			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	736,228	1.15	784,184	1.15	1,120,679	1.40	807,725	1,469,274	1,087,798	1.15	895,105	1.15		

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**CDBG FUND**  
**FY 2019-20 ADOPTED**

Code Position Title		Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
25	DEVELOPMENT PROJECT COORDINATO	0.50	0.75					0.75
186	PROGRAM COORDINATOR	0.65	0.65					0.65
	<b>Total</b>	<b>1.15</b>	<b>1.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.40</b>

**FY 2020-21 PROPOSED**

Code Position Title		Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 20-21
25	DEVELOPMENT PROJECT COORDINATO	0.75					0.75
186	PROGRAM COORDINATOR	0.65		(0.25) <sup>a</sup>			0.40
	<b>Total</b>	<b>1.40</b>	<b>0.00</b>	<b>(0.25)</b>	<b>0.00</b>	<b>0.00</b>	<b>1.15</b>

<sup>a</sup> FY 2020-21 reflects reallocation of a Program Coordinator position that is partially allocated in the General Fund - Community Development Department to more accurately reflect the position's time.



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 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												
	39,094		36,427		14,344		14,344	10,743		10,743			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	39,094		36,427		14,344		14,344	10,743		10,743			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	751		47		500								
389	MISCELLANEOUS REVENUES												
	74,713		4,441		20,000		35,000	25,000		25,000			25,000
392	CDBG SECTION 108 RENTAL INCOME												
	73,200		73,200		73,200		73,200	73,200		73,200			73,200
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	148,664		77,688		93,700		108,200	98,200		98,200			98,200
TOTAL PROGRAM: 0000 UNRESTRICTED													
	187,758		114,115		108,044		122,544	108,943		108,943			108,943

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL  
 UNSPENT BALANCE OF SECTION 108 CHILD CARE CENTER PROGRAM

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 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%, NO EARNINGS ESTIMATED  
 FY 20-21 NO INTEREST EARNINGS PROPOSED, REIMBURSEMENT GRANT

389 MISCELLANEOUS REVENUES  
 LOAN REPAYMENTS AND HOUSING REHAB PROGRAM INCOME \$25,000

392 CDBG SECTION 108 RENTAL INCOME  
 LEASE INCOME FROM CHILD CARE CENTER (\$6,100 PER MONTH) \$73,200

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 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

025	DEVELOPMENT PROJECT COORDINATOR												
	51,912	.65	36,948	.50	54,668	.75	50,720	58,963	.75	58,963	.75		
186	PROGRAM COORDINATOR												
	6,933	.50	24,512	.65	41,098	.65	44,163	29,149	.40	29,149	.40		
221	SUPPORT SPECIALIST 2												
	15,937												
299	PAYROLL TAXES AND FRINGES												
	23,850		21,592		35,699		44,593	57,019		57,019			

TOTAL CLASS: 05 PERSONNEL SERVICES

	98,632	1.15	83,052	1.15	131,465	1.40	139,476	145,131	1.15	145,131	1.15		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	940		1,040		1,500		570	1,500		1,500			
316	ADVERTISING, RECORDING & FILING												
	378		168		100		758	700		700			
318	COMPUTER SOFTWARE												
	6,500		6,500		6,500		6,500	6,500		6,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,187		2,852		4,600		206	4,150		4,150			
328	MEALS & RELATED EXPENSE												
	7		17		120		6	120		120			
330	MILEAGE REIMBURSEMENT												
	255		62		100			100		100			
377	PUBLIC RELATIONS EXPENSE												
			137		300		192						
511	PROFESSIONAL SERVICES												
	500				12,000		12,000						

TOTAL CLASS: 10 MATERIALS & SERVICES

	13,767		10,776		25,220		20,232	13,070		13,070			
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**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 025 DEVELOPMENT PROJECT COORDINATOR  
 THE DEV. PROJECT COORDINATOR POSITION IS ALLOCATED: 50% GENERAL FUND AND 50% CDBG FUND.  
 FY 2019-20 REFLECTS RE-ALLOCATION OF THE POSITION TO:  
 25% GENERAL FUND - COMMUNITY DEV. DEPT. AND 75% CDBG FUND.
- 186 PROGRAM COORDINATOR  
 FY 18-19 REFLECTS MID-YEAR ESTABLISHMENT OF 1 FTE PROGRAM COORDINATOR THAT IS ALLOCATED  
 85% GENERAL FUND - CDD DEVELOPMENT PROGRAM & 15% COMMUNITY DEV BLOCK GRANT FUND.  
 FY 2020-21 REFLECTS REALLOCATION OF PROGRAM COORDINATOR POSITION BETWEEN CDBG FUND  
 AND THE GENERAL FUND - CDD DEVELOPMENT PROGRAM (0662)
- 221 SUPPORT SPECIALIST 2
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 307 MEMBERSHIP FEES  
 NATIONAL COMMUNITY DEVELOP ASSOC (NCDA) \$900  
 NWACDM \$600
- 316 ADVERTISING, RECORDING & FILING  
 REQUIRED PUBLIC NOTICES FOR CDBG ACTIVITIES. \$700
- 318 COMPUTER SOFTWARE  
 ANNUAL SUBSCRIPTION FOR ZOOMGRANTS. \$6,500  
 (REPORTING AND INVOICING APPLICATION FOR CDBG GRANT PROGRAMS)
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TWO NATIONAL CDBG TRAINING CONFERENCES FOR THE PROJECT COORDINATOR AND REGIONAL \$4,150  
 CONFERENCE AND TRAINING FOR THE PROJECT COORDINATOR AND PROGRAM COORDINATOR
- 328 MEALS & RELATED EXPENSE  
 PARKING EXPENSES FOR CDBG-RELATED EVENTS \$120
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO LOCAL TRAVEL. \$100
- 377 PUBLIC RELATIONS EXPENSE  
 PROGRAM OUTREACH MATERIALS AND SUPPLIES.
- 511 PROFESSIONAL SERVICES  
 CON PLAN & AFFIRMATIVELY FURTHERING FAIR HOUSING CONTINGENCY MONEY AND SUPPORT FOR  
 FAIR HOUSING WORK AND EVENTS MOVED TO GENERAL FUND 001-70-0662-506

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 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: 25 TRANSFERS

816 TRSFRS TO REPROGRAPHICS FUND

750 663 550 550 1,161 1,161

TOTAL CLASS: 25 TRANSFERS

750 663 550 550 1,161 1,161

TOTAL PROGRAM: 0611 ADMINISTRATION

113,149 1.15 94,491 1.15 157,235 1.40 160,258 159,362 1.15 159,362 1.15

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFRS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,161

THE ADMIN EXPENSE IS COVERED BY COMBINATION OF PROGRAM INCOME AND GRANT REVENUES

FY 2019-20 ESTIMATED  
PROGRAM INCOME \$108,200  
GRANT REVENUES:  
PROGRAM YEAR 6001 \$ 2,377  
PROGRAM YEAR 6024 \$19,138  
PROGRAM YEAR 6025 \$18,318  
PROGRAM YEAR 6026 \$12,225  
TOTAL \$160,258

FY 2020-21 RECOMMENDED  
PROGRAM INCOME \$98,200  
GRANT REVENUES:  
PROGRAM YEAR 6026 \$61,162  
TOTAL \$159,362

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

36,095                      2,377                      2,377

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

36,095                      2,377                      2,377

TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

36,095                      2,377                      2,377

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME





**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

517 CDBG ECON DEVELOPMENT EXPENSE  
MICRO ENTERPRISE DEVELOPMENT SUPPORT.  
CARRYOVER AMOUNT \$2,377 FOR THIS PROGRAM IS IN ADMIN EXPENSE



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL  
   481,162                          273,090                          273,090

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	481,162		273,090		273,090	
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TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

	481,162		273,090		273,090	
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### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
FY F19-20: \$254,772 REIMBURSEMENT FOR PROGRAM 6025 EXPENSES AND  
\$18,318 REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE THAT ARE NOT COVERED  
BY PROGRAM INCOME



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS		3,857		120,000			115,000					
416	UNCOMMITTED GRANT FUNDS				1,838								
461	SPECIAL EXPENSE		212,059										
513	CDBG ACCESSIBILITY MINOR REHAB		165,463										
517	CDBG ECON DEVELOPMENT EXPENSE		82,980		141,947			131,853					
532	CDBG COVID-19 GRANT EXPENSE							7,919					

TOTAL CLASS: 10 MATERIALS & SERVICES

			464,359		263,785			254,772					
TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19													
			464,359		263,785			254,772					

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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380	CDBG PUBLIC SERVICES FUNDING GRANTS BOYS AND GIRLS AID GOOD NEIGHBOR CENTER COMMUNITY ACTION - EMERGENCY RENT ECUMENICAL MINISTRIES OF OREGON CPAH CASA (CHILD ADVOCATES) (ADDITIONAL \$2,000 IN PROGRAM 6026 FOR A TOTAL OF \$10,000)	
416	UNCOMMITTED GRANT FUNDS	
461	SPECIAL EXPENSE PROUD GROUND (HOME OWNERSHIP) NO APPROPRIATIONS REQUESTED	
513	CDBG ACCESSIBILITY MINOR REHAB	
517	CDBG ECON DEVELOPMENT EXPENSE SUPPORT FOR LOCAL MICROENTERPRISE ORGANIZATIONS ADELANTE MUJERES MICRO ENTERPRISE SERVICES OF OREGON  REMAINING BALANCE OF CARRYOVER AMOUNT \$11,305 FOR THIS PROGRAM IS IN ADMIN EXPENSE	
532	CDBG COVID-19 GRANT EXPENSE FY 19-20: PROGRAM 6025         \$7,919 PROGRAM 6026         \$192,693	

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

718,030 649,868 260,855 68,162

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

718,030 649,868 260,855 68,162

TOTAL PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

718,030 649,868 260,855 68,162

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

FY 19-20:

REIMBURSEMENT FOR PROGRAM EXPENSE \$444,950

REIMBURSEMENT FOR A PORTION OF ADMIN EXP NOT COVERED BY PROGRAM INCOME\$12,225

FY 20-21:

REIMBURSEMENT FOR PROGRAM EXPENSE \$7,000

REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME\$61,162

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

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

416 UNCOMMITTED GRANT FUNDS

240,028 82,693

461 SPECIAL EXPENSE

240,000 249,950 117,000 7,000

513 CDBG ACCESSIBILITY MINOR REHAB

195,000 195,000

532 CDBG COVID-19 GRANT EXPENSE

192,693

TOTAL CLASS: 10 MATERIALS & SERVICES

675,028 637,643 199,693 7,000

TOTAL PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

675,028 637,643 199,693 7,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

416 UNCOMMITTED GRANT FUNDS

461 SPECIAL EXPENSE  
 PROUD GROUND (HOME OWNERSHIP). \$7,000

513 CDBG ACCESSIBILITY MINOR REHAB  
 REBUILDING TOGETHER WASHINGTON COUNTY  
 WILLAMETTE WEST HABITAT FOR HUMANITY  
 UNLIMITED CHOICES INC.  
 COMMUNITY ACTION - HOUSING REHAB/WEATHERIZATION

THE BALANCE BETWEEN \$710,000 AWARD AMOUNT AND PROGRAM6026 TOTAL \$668,998  
 IS APPROPRIATED IN THE ADMIN EXPENSE (\$41,002)

532 CDBG COVID-19 GRANT EXPENSE

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6027 CDBG 27TH PROGRAM YR, FY 20-21

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

CLASS: 15 INTERGOVERNMENTAL REVENUE  
 327 GRANTS - FEDERAL

718,000                      718,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

718,000                      718,000

TOTAL PROGRAM: 6027 CDBG 27TH PROGRAM YR, FY 20-21

718,000                      718,000

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6027 CDBG 27TH PROGRAM YR, FY 20-21

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
27TH PROGRAM YEAR AWARD AMOUNT \$718,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6027 CDBG 27TH PROGRAM YR, FY 20-21

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														
380	CDBG PUBLIC SERVICES FUNDING GRANTS								120,000		120,000			
461	SPECIAL EXPENSE								213,000		213,000			
513	CDBG ACCESSIBILITY MINOR REHAB								245,000		245,000			
517	CDBG ECON DEVELOPMENT EXPENSE								140,000		119,677			
532	CDBG COVID-19 GRANT EXPENSE										20,323			
TOTAL CLASS: 10 MATERIALS & SERVICES										718,000		718,000		
TOTAL PROGRAM: 6027 CDBG 27TH PROGRAM YR, FY 20-21										718,000		718,000		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT										718,000		718,000		
TOTAL FUND: 106 COMMUNITY DEV. BLOCK GRANT										718,000		718,000		

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6027 CDBG 27TH PROGRAM YR, FY 20-21

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 380 CDBG PUBLIC SERVICES FUNDING GRANTS  
 BOYS AND GIRLS AID, GOOD NEIGHBOR CENTER, COMMUNITY ACTION  
 ECUMENICAL MINISTRIES OF OREGON, COMMUNITY PARTNERS FOR AFFORDABLE HOUSING  
 \$120,000
- 461 SPECIAL EXPENSE  
 PROUD GROUND (HOME OWNERSHIP) \$213,000
- 513 CDBG ACCESSIBILITY MINOR REHAB  
 UNLIMITED CHOICES MEND A HOME, UNLIMITED CHOICES ADAPT A HOME,  
 COMMUNITY ACTION - REPAIR, REBUILDING TOGETHER, HABITAT FOR HUMANITY  
 \$245,000
- 517 CDBG ECON DEVELOPMENT EXPENSE  
 MICRO ENTERPRISE SERVICES OF OREGON \$82,225; ADELANTE MUJERES \$37,452
- 532 CDBG COVID-19 GRANT EXPENSE



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

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

381 BUILDING EXPENSE  
           2,667          22,083                          3,601

TOTAL CLASS: 10 MATERIALS & SERVICES

	2,667		22,083				3,601						
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

998 RESERVE  
                                   14,344                          10,743          10,743

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

			14,344				10,743		10,743				
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TOTAL PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

	2,667		22,083		14,344		3,601		10,743			10,743	
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### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381 BUILDING EXPENSE  
DRAINAGE REPAIR AND PLAYGROUND.

998 RESERVE  
RESERVE ACCOUNT FOR FUTURE BUILDING MAINTENANCE NEEDS AT THE CHILD CARE FACILITY.

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6102 CDBG COVID-19 CARES ACT FUNDING

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

413,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

413,000

TOTAL PROGRAM: 6102 CDBG COVID-19 CARES ACT FUNDING

413,000

TOTAL DEPARTMENT: 03 REVENUE

772,655	798,528	1,120,679	1,480,017	1,087,798	895,105
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**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6102 CDBG COVID-19 CARES ACT FUNDING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
FY 2019-20: COVID-19 FUNDING TO BE ALLOCATED FOR RENT ASSISTANCE


City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6102 CDBG COVID-19 CARES ACT FUNDING

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

532 CDBG COVID-19 GRANT EXPENSE

413,000

TOTAL CLASS: 10 MATERIALS & SERVICES

413,000

TOTAL PROGRAM: 6102 CDBG COVID-19 CARES ACT FUNDING

413,000

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

736,228	1.15	784,184	1.15	1,120,679	1.40	1,469,274	1,087,798	1.15	895,105	1.15
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TOTAL FUND: 106 COMMUNITY DEV. BLOCK GRANT

736,228	1.15	784,184	1.15	1,120,679	1.40	1,469,274	1,087,798	1.15	895,105	1.15
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### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6102 CDBG COVID-19 CARES ACT FUNDING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

532 CDBG COVID-19 GRANT EXPENSE  
FY 19-20: COVID-19 ASSISTANCE  
RENT ASSISTANCE \$400,000 (COMMUNITY ACTION)  
MEALS ON WHEELS \$13,000


**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
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.75	1,260			49,596			1,125	50,720	22,111	72,831
106-70-0611-05-186	PROGRAM COORDINATOR	0.65	1,361			43,713			450	44,163	22,482	66,645
	ADMINISTRATION	1.40	2,621			93,309			1,575	94,883	44,593	139,476
	**** DEPARTMENT TOTAL ****	1.40	2,621			93,309			1,575	94,883	44,593	139,476

1287

**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
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.75	1,566			58,963				58,963	42,161	101,124
106-70-0611-05-186	PROGRAM COORDINATOR	0.40	835			28,909			240	29,149	14,858	44,007
	ADMINISTRATION	1.15	2,401			87,872			240	88,112	57,019	145,131
	**** DEPARTMENT TOTAL ****	1.15	2,401			87,872			240	88,112	57,019	145,131

1288





**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:		<b>Capital Development</b>					% 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	
Material & Services	\$0	\$0	\$205,000	\$365,000	\$0	100.00%	
Capital Outlay	\$3,430,611	\$14,143,411	\$47,334,145	\$50,104,896	32,287,667	-31.79%	
Transfers	\$83,899	\$0	-	-	-	N/A	
<b>SUB-TOTAL</b>	<b>\$3,514,510</b>	<b>\$14,143,411</b>	<b>\$47,539,145</b>	<b>\$50,469,896</b>	<b>32,287,667</b>		
Contingency - Reserve			7,125,683		-		
<b>TOTAL</b>	<b>\$3,514,510</b>	<b>\$14,143,411</b>	<b>\$54,664,828</b>	<b>\$50,469,896</b>	<b>32,287,667</b>		
FTE's	-	-	-	-	-		

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

**Material & Services:**

FY 2020-21 reflects a decrease from the FY 2019-20 debt issuance costs associated with the Patricia Reser Center for the Arts.

**Capital outlay:**

FY 2020-21 decrease reflects completion of the Public Safety Center building.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 301 CAPITAL DEVELOPMENT	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Program Goal:**

The Capital Development Fund provides for acquisition and development of civic, cultural and Capital Improvement Program (CIP) project facilities. Activities funded include: (1) due diligence, acquisition and management of properties that are of strategic value to the city’s vision and plans; (2) project design and construction; and (3) community engagement and outreach regarding proposed projects.

The projects of this fund are selected to further achievement of the City Council’s Goals and Capital Improvement Priorities. Relevant Council Priorities that this fund supports are:

- Build stronger relationships with local special district*
- Maximize use of city-owned properties, including the Griffith Drive Building*
- Prepare long-range budget plans for upcoming major projects and expenses*
- Broaden Capital Improvement Plan to include bike lanes, sidewalks, streetlights, and ramps*

**Capital Improvement programs affiliated with this fund:**

- 3509 Public Safety Center
- 3513 Property Acquisition Program
- 3514 Old Town Parking Garage
- 3518 Canyon Road Alternative Bike Network
- 3519 Canyon Road Intersection Improvement
- 3520 Downtown Beaverton Wayfinding Project
- 3521 Patricia Reser Center for the Arts
- 3522 City Park Fountain Improvements
- 3523 Public Safety Center Plaza and Entryway

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$0	\$0	\$205,000	\$0	\$0
CAPITAL OUTLAY	3,430,611	14,143,411	47,334,145	32,287,667	0
TRANSFERS	83,899	0	0	0	0
DEBT SERVICE					
CONTINGENCY	0	0	7,125,683	0	0
<b>TOTAL</b>	<b>\$3,514,510</b>	<b>\$14,143,411</b>	<b>\$54,664,828</b>	<b>\$32,287,667</b>	<b>\$0</b>

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$36,232,882	\$35,295,804	\$23,384,718	\$14,877,633	\$0
Intergovernmental Revenues	0	0	460,000	0	0
Miscellaneous Revenues	510,770	760,450	7,260,629	17,222,048	0
Transfer from General Fund	423,464	1,090,055	2,353,481	187,986	0
Transfer from Street Fund	234,955	3,733	106,000	0	0
Transfer from TLT Fund	1,408,243	378,085	100,000	0	0
Bond Sale Proceeds	0	0	21,000,000	0	0

The amount in the contingency category represents unappropriated excess of resources over expenditure requirements. Refer to Statement of Financial Policies for the use of this fund.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 301 CAPITAL DEVELOPMENT	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Progress on the FY 2019-20 Action Plan**

- 3509 Public Safety Center (Ongoing)
- 3513 Property Acquisition Program (Ongoing)
- 3518 Canyon Road Alternative Bike Network (Completed)
- 3519 Canyon Road Intersection Improvement (Ongoing)
- 3521 Patricia Reser Center for the Arts (Ongoing)
- 3522 City Park Fountain Improvements (Ongoing)
- 3523 Public Safety Center Plaza and Entryway (Ongoing)

**FY 2020-21 Action Plan**

**Listed by Program and affiliated Capital Improvement Program project number with name and project description:**  
Capital Development Fund projects for FY 2019-20 are listed below along with relevance to Community Development Department and Public Works Priorities, Capital Improvement Program Priorities, Beaverton Community Vision Actions, the Civic Plan, and the Creekside District Master Plan as follows:

**3509 Public Safety Center** (Ongoing – under construction, occupancy expected summer 2020)

Support construction for a new Police Station with Emergency Management. In November 2016, Beaverton voters approved a ballot measure to construct a modern, earthquake resistant police and emergency management building. Beaverton’s public safety center will consolidate police services, move police facilities out of a flood zone, and meet residents’ needs for the next 30 years.

**3513 Property Acquisition Program** (Ongoing – identification and evaluation of properties, due diligence, negotiations, purchase agreements, close of sales.) Acquire properties that are of strategic value to the city’s vision and plans.

**3519A Canyon Road Intersection Improvement** (Ongoing - design)

To support due diligence, project design, ROW acquisition and construction

This Metro Transportation Improvement Plan project is intended to address safety, connectivity, and accessibility issues on 4,900 feet of Canyon Road (OR8) between SW Hocken Avenue and SW Short Street. The project will upgrade intersections at Hocken Avenue and Cedar Hills Boulevard as well as reconstruct Canyon Road from west of Hocken Avenue to Short Street. Improvements include sidewalks, pedestrian crossings, lighting, and signalization. The sidewalk crossing on Beaverton Creek may also be widened. The project requires extensive coordination with ODOT, the agency that has jurisdiction of Canyon Road. Funded 50% General Fund and 50% Street Fund.

**3521 Patricia Reser Arts Center** (Ongoing –construction)

To support construction

The inter-departmental project team is led by the Development Division of the Community Development Department and Center for the Arts staff to support the community vision idea of a permanent home for arts and culture in Beaverton. The Patricia Reser Arts (PRCA) is a proposed public-private partnership to develop a multifunctional arts facility, with a 550 seat theater, educational space, art gallery, and meeting/event space. In FY 2019-20, construction commenced for this project, which will be partially funded by a Special Revenue Bond as well as private contributions. See the Lodging Tax Fund (#107) for additional information.

**3522 City Park Fountain Improvements** (Ongoing – complete design and begin construction)

To support project design and construction

Repair and replace elements within the fountain and relocate the underground plumbing and controls within an existing vault to an above ground structure located adjacent to the fountain.

**3523 Public Safety Center Plaza and Entryway** (–complete design, permitting and construction)

To support project design, permitting and construction

This is a former gas station site adjacent to the Public Safety Center that the City purchased in FY 2019-20. Construction on the plaza and entryway to the Public Safety Center commenced in FY2019-20 and will be complete before the end of

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 301 CAPITAL DEVELOPMENT	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

calendar year 2020. This project will serve as the entrance to the new facility as well as an attractive amenity in the Allen Street neighborhood.

The revenue and expenses for each program are separately budgeted in the Capital Development Fund. Many of the revenue sources are inter-fund transfers or grants. There are likely references to some of these projects in those respective funds.

**Performance Outcomes and Program Trends:**

This was another significant year for development in Beaverton. The community continues its transition from its previous suburban character into that of a complete community with a true mixed-use downtown core and healthy, quality residential neighborhoods and commercial centers. The city is instrumental in facilitating this transformation and many of the projects included in the capital development fund support that effort.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 03 REVENUE

OBJ	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

	-36,232,882		-35,295,804		-23,384,718		-23,384,718	-23,384,718	-11,242,633		-14,877,633			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-36,232,882		-35,295,804		-23,384,718		-23,384,718	-23,384,718	-11,242,633		-14,877,633			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

328 GRANTS - STATE

					-60,000			-60,000						
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553 GRANTS - FEDERAL EPA BROWNFIELDS ASSMT

					-400,000		-120,928	-400,000						
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					-460,000		-120,928	-460,000						
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CLASS: 20 PERMITS & FEES

339 PARKING PERMITS

			-609				-690	-690						
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TOTAL CLASS: 20 PERMITS & FEES

			-609				-690	-690						
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY/BURA PROPERTY

	-13,664		-13,721		-13,774		-13,780	-13,780	-13,838		-13,838			
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382 SALE OF CITY OR BURA PROPERTY

	-8,004		-48,023		-248,441		-247,822	-247,822						
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384 INVESTMENT INTEREST EARNINGS

	-486,602		-633,170		-472,300		-256,702	-320,700	-5,500		-208,210			
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389 MISCELLANEOUS REVENUES

	-2,500													
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395 GRANTS - PRIVATE

1293

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT 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
					-509,589			-684,589						
399	REIMBURSEMENTS - OTHER													
			-64,927		-16,525		-276,930	-284,052						
765	DONATION - PRCA MAJOR DONOR													
					-4,000,000		-1,000,000	-4,000,000	-9,000,000		-9,000,000			
766	DONATION - PRCA BVTN ARTS FOUNDATION													
					-2,000,000		-3,000,000	-3,000,000	-8,000,000		-8,000,000			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-510,770		-759,841		-7,260,629		-4,795,234	-8,550,943	-17,019,338		-17,222,048			
CLASS: 40 INTERFUND TRANSFERS/LOANS														
411	TRSFERS FROM GENERAL FUND													
	-423,464		-1,090,055		-2,353,481		-313,662	-1,741,178	-187,986		-187,986			
412	TRSFERS FROM STREET FUND													
	-234,955		-3,733		-106,000		-9,386	-110,000						
442	TRANSFER FROM THE TLT FUND													
	-1,408,243		-378,085		-100,000		-100,000	-100,000						
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-2,066,662		-1,471,873		-2,559,481		-423,048	-1,951,178	-187,986		-187,986			
CLASS: 45 NON-REVENUE RECEIPTS														
451	BOND SALE PROCEEDS													
					-21,000,000			-31,000,000	-3,000,000					
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
					-21,000,000			-31,000,000	-3,000,000					
TOTAL DEPARTMENT: 03 REVENUE														
	-38,810,314		-37,528,127		-54,664,828		-28,724,618	-65,347,529	-31,449,957		-32,287,667			

1294

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

497 DEBT ISSUANCE COST

205,000 90,400

498 UNDERWRITERS DISCOUNT, BOND

274,600

TOTAL CLASS: 10 MATERIALS & SERVICES

205,000 365,000

CLASS: 15 CAPITAL OUTLAY

601 OFFICE MACHINES AND EQUIPMENT

29,816

611 OFFICE FURNITURE

693,532

620 1% For The Arts

33,248 328,760 245,000 528,760 147,000 147,000

651 PROPERTY ACQUISITION(LAND/BLDG)

404,700 647,068 1,201,649 391,406 388,638 406,019

652 RIGHT-OF-WAY AND EASEMENT COST

200,000 200,000

653 BLDG DEMOLITION COST

901 179,900 3,631 179,900

654 SITE SOIL REMEDIATION COST

450,000 2,500 450,000

682 CONSTRUCTION

476,611 10,391,893 41,690,631 47,157,855 45,907,358 29,574,648 30,414,648

683 CONST DESIGN & ENGR INSPECTION

2,549,300 3,070,301 3,283,205 2,661,418 2,425,240 1,240,000 1,240,000

688 IN-HOUSE ENGR OH CHARGE

1295

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
							21,789	25,000	80,000		80,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	3,430,611		14,143,411		47,334,145		51,206,947	50,104,896	31,041,648		32,287,667			
CLASS: 25 TRANSFERS														
807 TRSFR TO GENERAL FUND														
	83,899													
TOTAL CLASS: 25 TRANSFERS														
	83,899													
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED -														
					7,125,683				408,309					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					7,125,683				408,309					
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	3,514,510		14,143,411		54,664,828		51,206,947	50,469,896	31,449,957		32,287,667			

1296

**CAPITAL DEVELOPMENT FUND**

- **Property Acquisition Program**
- **Canyon Rd. Intersection Improvements**
- **Patricia Reser Center for the Arts**
- **PSC Plaza and Entryway**





**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3513 PROPERTY ACQUISITION 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												
		382,360	1,930		121,079		121,079	388,281		388,281			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		382,360	1,930		121,079		121,079	388,281		388,281			
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY/BURA PROPERTY												
		13,664	13,721		13,774		13,780	13,838		13,838			

382	SALE OF CITY OR BURA PROPERTY												
		8,004	48,023		248,441		247,822						

384	INVESTMENT INTEREST EARNINGS												
		2,601	1,396		1,400		5,600	5,500		3,900			

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		24,269	63,140		263,615		267,202	19,338		17,738			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
			100,000		616,303								

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			100,000		616,303								
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

		406,629	165,070		1,000,997		388,281	407,619		406,019			
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### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

381 RENTAL OF CITY/BURA PROPERTY  
ANNUAL LEASE ON LASCALA PROPERTY: GROUND LEASE FOR 75 YEARS PLUS 24 RENEWAL OPTION \$13,838

382 SALE OF CITY OR BURA PROPERTY  
REFLECTS PROCEEDS FROM THE CONTRACT SALE OF 1ST & ANGEL PROPERTY FOR THE RISE OLD TOWN APARTMENT BUILDING COMPLEX SOLD TO REIMBOLD. THE CONTRACT PAYMENTS STARTED IN MAY 2018 AND WOULD HAVE CONTINUED TO MAY 2025. HOWEVER THE PURCHASER ELECTED TO PAY OFF THE BALANCE EARLY ON OCTOBER 23, 2019 IN THE AMOUNT OF \$231,814.

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% \$3,900

411 TRSFERS FROM GENERAL FUND  
TRANSFER TO PROVIDE FUNDING FOR THE CITY'S PROPERTY ACQUISITION PROGRAM

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3513 PROPERTY ACQUISITION 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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISITION(LAND/BLDG)												
		404,700		43,991		1,000,997						406,019	

TOTAL CLASS: 15 CAPITAL OUTLAY

		404,700		43,991		1,000,997						406,019	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED												407,619
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

													407,619
--	--	--	--	--	--	--	--	--	--	--	--	--	---------

TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

		404,700		43,991		1,000,997						407,619	406,019
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### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISITION(LAND/BLDG)  
PROPERTY PURCHASE ACQUISITION PAYMENTS:  
FY 2017-18 ACTUALS REFLECTS PROPERTY PAYMENTS TOTALING\$404,670 COMPRISED OF:  
CONTRACT PURCHASE PAYMENTS ON THE UMRIEN PROPERTY\$103,150  
PURCHASE OF THE CHURCH PROPERTY AT THE PUBLIC SAFETY CENTER SITE\$301,520  
FY 2018-19 REFLECTS PROPERTY PAYMENTS TOTALING \$43,991 COMPRISED OF:  
FINAL CONTRACT PURCHASE PAYMENTS ON THE UMRIEN PROPERTY\$42,900  
PURCHASE OF REMNANT PROPERTY FROM WASHINGTON COUNTY AT141ST AND FARMINGTON\$1,091  
FY 20120-21 FUNDS FOR ACQUISITION OF PROPERTY FOR REDEVELOPMENT PURPOSES \$406,019

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

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  
       68,549           2,738                   106,000                   110,000

412 TRSFERS FROM STREET FUND  
       70,126           2,741                   106,000                   110,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

138,675           5,479                   212,000                   220,000

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

138,675           5,479                   212,000                   220,000

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

411 TRSFERS FROM GENERAL FUND

412 TRSFERS FROM STREET FUND



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

OBJ	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

652	RIGHT-OF-WAY AND EASEMENT COST				200,000		200,000						
683	CONST DESIGN & ENGR INSPECTION												
	138,676		5,479		12,000								
688	IN-HOUSE ENGR OH CHARGE											20,000	

TOTAL CLASS: 15 CAPITAL OUTLAY

	138,676		5,479		212,000		220,000						
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TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

	138,676		5,479		212,000		220,000						
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### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 652 RIGHT-OF-WAY AND EASEMENT COST
  
- 683 CONST DESIGN & ENGR INSPECTION  
CITY STAFF ENGINEERING EXPENSES - LOCAL MATCH FOR \$3.4 MILLION GRANT
  
- 688 IN-HOUSE ENGR OH CHARGE



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

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												
	1,099,326		1,808,242		261,648		261,648	10,312,338		10,065,138			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	1,099,326		1,808,242		261,648		261,648	10,312,338		10,065,138			
CLASS: 20 PERMITS & FEES													
339	PARKING PERMITS												
			609				690						
TOTAL CLASS: 20 PERMITS & FEES													
			609				690						
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
										204,310			
765	DONATION - PRCA MAJOR DONOR												
					4,000,000		4,000,000	9,000,000		9,000,000			
766	DONATION - PRCA BVTN ARTS FOUNDATION												
					2,000,000		3,000,000	8,000,000		8,000,000			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
					6,000,000		7,000,000	17,000,000		17,204,310			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
442	TRANSFER FROM THE TLT FUND												
	1,408,243		378,085		100,000		100,000						
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,408,243		378,085		100,000		100,000						
CLASS: 45 NON-REVENUE RECEIPTS													
451	BOND SALE PROCEEDS												
					21,000,000		21,000,000						
TOTAL CLASS: 45 NON-REVENUE RECEIPTS													
					21,000,000		21,000,000						
TOTAL PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS													
	2,507,569		2,186,936		27,361,648		28,362,338	27,312,338		27,269,448			

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

339 PARKING PERMITS  
 LIMITED DURATION PARKING PERMIT PROGRAM IN BEAVERTON CENTRAL AREA

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS ON THE BOND PROCEEDS WHILE BEING SPENT DOWN ON PROJECTS \$204,310

765 DONATION - PRCA MAJOR DONOR  
 MAJOR DONOR CONTRIBUTIONS TO THE PRCA CONSTRUCTION CAMPAIGN  
 AMOUNT TO BE CONTRIBUTED AT GROUND BREAKING FY2019-20 \$1,000,000  
 AMOUNT TO BE CONTRIBUTED AT 25% PROJECT COMPLETION FY 2019-20 \$3,000,000  
 AMOUNT TO BE CONTRIBUTED AT 50% PROJECT COMPLETION FY 2020-21 \$3,000,000  
 AMOUNT TO BE CONTRIBUTED AT 75% PROJECT COMPLETION FY 2020-21 \$3,000,000  
 AMOUNT TO BE CONTRIBUTED AT SUBSTANTIAL COMPLETION FY2020-21 \$3,000,000

766 DONATION - PRCA BVTN ARTS FOUNDATION  
 FUNDING TO BE RECEIVED FROM THE BEAVERTON ARTS FOUNDATION CAPITAL CONSTRUCTION CAMPAIGN  
 FY 2019-20 \$3,000,000  
 FY2020-21 \$8,000,000

442 TRANSFER FROM THE TLT FUND  
 FUNDING FROM THE TRANSIENT LODGING TAX FUND FOR THE PRE-CONSTRUCTION COSTS OF THE  
 BEAVERTON CENTER FOR THE ARTS BUILDING TO BRING THE PROJECT UP TO THE CONSTRUCTION BID  
 DOCUMENTS PHASE

451 BOND SALE PROCEEDS  
 ESTIMATED PROCEEDS FROM A SPECIAL REVENUE BOND ISSUE BACKED BY THE TRANSIENT LODGING TAX  
 CITY CONTRIBUTION  
 BRIDGE FINANCING FUNDING

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

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														
497	DEBT ISSUANCE COST				205,000		61,200							
498	UNDERWRITERS DISCOUNT, BOND						186,000							
TOTAL CLASS: 10 MATERIALS & SERVICES					205,000		247,200							
CLASS: 15 CAPITAL OUTLAY														
620	1% For The Arts						200,000		147,000		147,000			
682	CONSTRUCTION				19,070,000		17,500,000		26,274,648		26,232,448			
	77,846		265,432											
683	CONST DESIGN & ENGR INSPECTION				960,965		350,000		890,000		890,000			
	621,481		1,659,856											
TOTAL CLASS: 15 CAPITAL OUTLAY					20,030,965		18,050,000		27,311,648		27,269,448			
	699,327		1,925,288											
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED				7,125,683				690					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					7,125,683				690					
TOTAL PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS														
	699,327		1,925,288		27,361,648		18,297,200	27,312,338		27,269,448				

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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497 DEBT ISSUANCE COST  
ESTIMATED BOND ISSUANCE COST FOR THE \$21 MILLION SPECIAL REVENUE BOND ISSUE

498 UNDERWRITERS DISCOUNT, BOND

620 1% For The Arts

682 CONSTRUCTION  
ESTIMATED CONSTRUCTION \$26,232,448

683 CONST DESIGN & ENGR INSPECTION  
ESTIMATED DESIGN AND CONSTRUCTION ADMINSTRATION AND INSPECTION \$890,000

991 CONTINGENCY - UNRESERVED

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3523 PSC PLAZA AND ENTRYWAY

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				269,652		269,652	512,014		512,014			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL					269,652		269,652	512,014		512,014			
CLASS: 15 INTERGOVERNMENTAL REVENUE													
328	GRANTS - STATE				35,000		35,000						
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE					35,000		35,000						
CLASS: 35 MISCELLANEOUS REVENUES													
399	REIMBURSEMENTS - OTHER				16,525		16,525						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES					16,525		16,525						
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND		890,000		1,631,178		1,631,178	187,986		187,986			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS					890,000		1,631,178	1,631,178	187,986	187,986			
CLASS: 45 NON-REVENUE RECEIPTS													
451	BOND SALE PROCEEDS												
TOTAL CLASS: 45 NON-REVENUE RECEIPTS													
TOTAL PROGRAM: 3523 PSC PLAZA AND ENTRYWAY													
			890,000		1,952,355		1,952,355	700,000		700,000			
TOTAL DEPARTMENT: 03 REVENUE													
	38,810,314		37,528,127		54,664,828		65,347,529	31,449,957		32,287,667			

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3523 PSC PLAZA AND ENTRYWAY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

328 GRANTS - STATE  
FY 18-19 - OREGON BUSINESS DEVELOPMENT DEPARTMENT GRANT FOR BEAVERTON PUBLIC  
SAFETY CENTER PACWEST GAS STATION BROWNFIELD CLEANUP

399 REIMBURSEMENTS - OTHER

411 TRSFERS FROM GENERAL FUND  
TRANSFER IN FROM THE GENERAL FUND TO ACQUIRE THE GAS STATION SITE \$187,986

451 BOND SALE PROCEEDS

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3523 PSC PLAZA AND ENTRYWAY

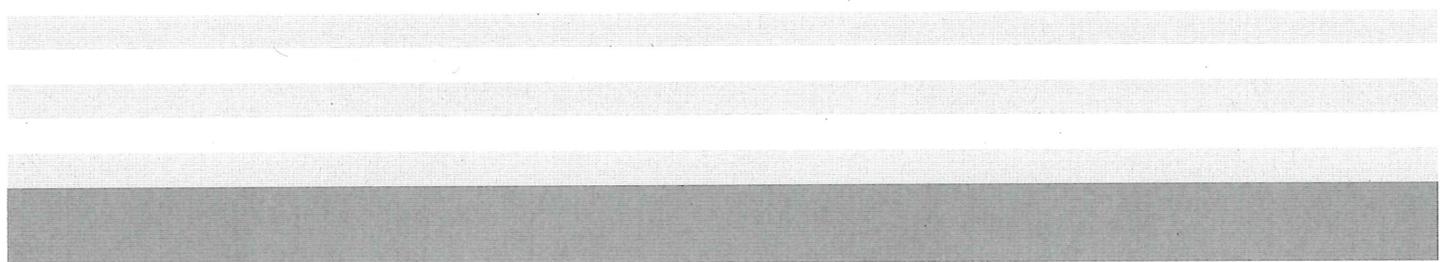
OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED			
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE		
CLASS: 15 CAPITAL OUTLAY															
651	PROPERTY ACQUISTION(LAND/BLDG)		603,077		200,652		388,638								
653	BLDG DEMOLITION COST		901		179,900		179,900								
654	SITE SOIL REMEDIATION COST				50,000		50,000								
682	CONSTRUCTION				942,862		442,862		500,000		500,000				
683	CONST DESIGN & ENGR INSPECTION		16,370		578,941		378,941		200,000		200,000				
TOTAL CLASS: 15 CAPITAL OUTLAY															
			620,348		1,952,355		1,440,341		700,000		700,000				
TOTAL PROGRAM: 3523 PSC PLAZA AND ENTRYWAY															
			620,348		1,952,355		1,440,341		700,000		700,000				
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT															
		3,514,510		14,143,411		54,664,828		50,469,896		31,449,957		32,287,667			
TOTAL FUND: 301 CAPITAL DEVELOPMENT FUND															
		3,514,510		14,143,411		54,664,828		50,469,896		31,449,957		32,287,667			

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3523 PSC PLAZA AND ENTRYWAY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 651 PROPERTY ACQUISTION(LAND/BLDG)
- 653 BLDG DEMOLITION COST
- 654 SITE SOIL REMEDIATION COST
- 682 CONSTRUCTION
- 683 CONST DESIGN & ENGR INSPECTION







**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:		<b>BURA General Fund</b>					
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	
Materials and Services	\$701,319	\$856,588	\$38,485	\$0	\$0	-100.00%	
Transfers	990,436	3,329,914	6,003,084	5,635,984	7,166,248	19.38%	
<b>SUB-TOTAL</b>	<b>\$1,691,755</b>	<b>\$4,186,502</b>	<b>\$6,041,569</b>	<b>\$5,635,984</b>	<b>\$7,166,248</b>		
Contingency			2,635,877		441,065		
<b>TOTAL</b>	<b>1,691,755</b>	<b>4,186,502</b>	<b>\$8,677,446</b>	<b>5,635,984</b>	<b>\$7,607,313</b>		
FTE's	-	-	-	-	-		

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

**Materials and services:**

FY 2020-21 reflects the transfer of expenses to fund 903 BURA Activities Fund.

**Transfers:**

FY 2020-21 reflects the transfer of expenses to fund 903 BURA Activities Fund.

**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:		<b>BURA Capital Project Fund</b>					% 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	
Capital Outlay	\$726,290	\$3,001,737	\$19,106,934	\$20,443,460	\$16,900,000	-11.55%	
SUB-TOTAL	726,290	3,001,737	19,106,934	20,443,460	\$16,900,000		
Contingency			-		16,013,474		
TOTAL	726,290	3,001,737	19,106,934	20,443,460	\$32,913,474		
FTE's	-	-	-	-	-		

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

**Capital Outlay:**

FY 2020-21 budget reflects mainly a decrease of \$3.9 million in Parking Garage Lot 2 construction expenses offset by an increase of \$1 million in the property acquisition program.

**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:		<b>BURA Program &amp; Activities Fund</b>					% Change
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21		Budgeted Vs. Recommended
Materials and Services	-	-	\$2,810,314	2,073,286	3,013,650		7.24%
Transfers	-	-	-	367,100	808,570		N/A
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>2,810,314</b>	<b>2,440,386</b>	<b>\$3,822,220</b>		
Contingency			501,936		3,026,244		
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>3,312,250</b>	<b>2,440,386</b>	<b>\$6,848,464</b>		
FTE's	-	-	-	-	-		

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

**Materials and services:**

No significant change

**Capital Outlay:**

FY 2020-21 reflects a reimbursement to the General Fund for program administration by CDD.

**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:	<b>BURA Debt Service Fund</b>					% 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
Debt Service	\$866,104	\$3,165,525	\$5,635,984	\$24,635,984	\$7,166,248	27.15%
SUB-TOTAL	\$866,104	\$3,165,525	\$5,635,984	\$24,635,984	\$7,166,248	
Contingency			-		-	
TOTAL	866,104	3,165,525	\$5,635,984	24,635,984	\$7,166,248	
FTE's	-	-	-	-	-	

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

**Debt Service:**

FY 2020-21 reflects bond payments on FY2020 bond issuance of \$45 million.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Program Goal:**

The role of the Beaverton Urban Redevelopment Agency (BURA) is to direct and engage in rehabilitation and redevelopment activities necessary to protect the public, health and welfare of the city, especially the vitality of the city's central business district.

The voter-approved Central Beaverton Urban Renewal Plan's Goals are to:

- I. Inform, communicate, and seek engagement for decision making to reflect community values and priorities
- II. Add value to our city by increasing property values through community investments that contribute to a healthy economy
- III. Support businesses of all sizes in creating and retaining jobs to attract a diverse local workforce
- IV. Promote redevelopment that fits the character of the Beaverton Community Vision
- V. Expand the existing transportation system to promote a safe, interconnected walking, biking, transit, and street network
- VI. Increase housing in the urban renewal district
- VII. Promote development of community, public arts, and culture in the urban renewal district to provide destinations that support a vibrant center for the community

The Beaverton Urban Redevelopment Agency (BURA) budget consists of three funds that are combined in this table to illustrate a comprehensive view of the agency's activities. The three funds are: General Fund, Capital Projects Fund and Debt Service Fund. BURA is considered a blended component unit of the city for financial reporting purposes.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	701,319	856,588	2,848,799	3,013,650	0
CAPITAL OUTLAY	726,290	3,001,737	19,106,934	16,900,000	0
DEBT SERVICE	866,104	3,165,525	5,635,984	7,166,248	0
TRANSFERS	990,436	3,329,914	6,003,084	7,974,818	0
CONTINGENCY	0	0	3,137,813	19,480,783	0
<b>TOTAL</b>	<b>\$3,284,149</b>	<b>\$10,353,764</b>	<b>\$36,732,614</b>	<b>\$54,535,499</b>	<b>\$0</b>

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$3,135,920	\$4,606,028	\$4,308,126	\$38,532,000	\$0
Property Taxes	3,052,305	3,678,140	4,228,820	4,703,851	0
Loan from City of Beaverton	726,289	3,001,332	5,395,984	4,000,000	0
Interfund Transfers	866,105	3,165,525	5,635,984	7,166,248	0
Miscellaneous Revenue	109,559	210,459	1,085,600	133,400	0
Line of Credit	0	0	16,078,100	0	0

**Program Objectives:**

In order to achieve the objectives of the Plan's goals, projects will be undertaken by the BURA, and implementation will proceed in accordance with applicable federal, state (ORS 457), county, and city laws, policies, and procedures. BURA may undertake projects directly or may provide funding for projects undertaken by other public or private parties; BURA may fund these projects in part or in whole. Other funding may be obtained from development partners, federal and state grant funding, or other private or public sources.

**Objective #1: Incentive Programs**

Financial and technical assistance for property and/or business owners in the District to improve existing structures, investigate barriers to development or rehabilitation, and encourage additional investment in community facilities

- Predevelopment Grant Program
- Storefront Program

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

- Tenant Improvement Program

**Objective #2: Joint Investment**

Financial assistance for property and business owners to encourage quality rehabilitation, preservation, development, or redevelopment that supports the goals listed above, including central Beaverton revitalization and job retention/creation

- Affordable Housing
- Predevelopment Assistance
- Development Financing
- Land Acquisition and Management

**Objective #3: Community Identity**

Improvements to public spaces and right-of-ways to improve attractiveness and create conditions necessary to recruit new businesses and private investment

- Gateways and Wayfinding
- Streetscape Improvements
- Creek Enhancements
- Placemaking & Public Art

**Objective #4: Transportation and Infrastructure Improvements**

Improvements to public right-of-ways and infrastructure with the intention of decreasing block size; reducing traffic congestion; and increasing connectivity, universal accessibility, safety, parking structures, utility upgrades, and access to multi-modal options to and within the Urban Renewal Area

- Transportation Connectivity
- Sidewalk Infill
- Parking
- Utility Upgrades

**Objective #5: Other**

- Administrative Overhead
- Professional Services
- Plans and Studies
- Audit Services
- Miscellaneous
- Contingency

**Objective #6: Debt Services and Oversight**

The bonding agencies that provide the service of selling bonds require funding, as does the Finance Department for financial oversight, and project staff to implement projects. This funding will pay for those necessary services.

- Debt Service Fees
- Debt Service Payments
- Inter-Agency Transfer

**Progress on FY 2019-20 Action Plan:**

- Managed the previously approved \$19 million Line of Credit and Tax Increment Financing sources for BURA funding opportunities and issued first BURA bond
- Prepared updated forecast and stress test analysis for TIF revenue
- Acquired two strategic properties located within the Beaverdam Road area and one property in Old Town
- Entered into Exclusive Negotiation Agreements with two development teams for redevelopment of land assemblages in Beaverdam Road area
- Provided gap funding for The Mary Ann, Beaverton's first affordable housing project funded with Metro Regional Affordable Housing Bond dollars
- Commenced construction on Beaverton Central public parking garage

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

- Construction has commenced for an approximately 120-room urban, business-class hotel and separate restaurant on the Westgate site
- Disposed of Former Bank of Beaverton Building for renovation and activation
- In partnership with the city’s General Fund, continued funding a Storefront Improvement Program
- Continued funding and expanded the Tenant Improvement Program in support of the City’s Restaurant Strategy
- In partnership with the city’s General Fund, continued funding the Predevelopment Grant Program
- Participated in the Western Avenue roadway project and supported funding of the street design and future improvements
- Initiated redesign of the Annual Report and BURA Five-Year Action Plan
- The City’s first Parking Manager, who is partially funded by BURA, continues to design and implement parking management strategies in the downtown area and for the Beaverton Central public parking garage
- Improved the BURA website
- Participated in City’s Downtown Design Project

**FY 2020-21 Action Plan:**

- Pursue land acquisition for strategic short, medium and long-term projects
- Support affordable housing activities
- Implement and update the Five-Year BURA Action Plan/Annual Report
- Continue to improve the BURA website to be current, navigable and user-friendly for all interested parties
- Complete construction of the Beaverton Central public parking garage
- Initiate development of Downtown Equity Strategy
- Begin design of streetscape improvements within in Old Town and Beaverton Central areas
- Continue planning and implementing parking strategies, including exploring future public parking options
- Continue marketing the Storefront, Tenant Improvement, and Predevelopment Grant Program to strengthening the district’s business and community vitality
- Provide Predevelopment Assistance to district project(s)
- Support place making, public art, gateways and wayfinding within the district
- Participate in utility undergrounding evaluation
- Provide support for transportation connectivity and utility upgrades
- Convene city work group to develop/refine downtown infrastructure plan
- Pursue state and federal funding to accomplish BURA plan goals
- Manage internal staff team to inform and enhance BURA’s short and long-term goals
- In coordination with the city, continue discussing residential and business anti-displacement measures and mitigation that could arise due to urban redevelopment investments
- Coordinate and assist area businesses and property owners with improvements and redevelopment

The following performance measures are from the BURA Annual Report:

<b>Performance Measures:</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Budgeted/Revised</b>	<b>FY 2020-21 Proposed</b>
Urban Renewal Tax Increment	\$2,747,537	\$3,589,566	\$4,211,820	\$4,684,351
New Housing Units Completed (based on certificate of occupancy)	0	230	0	100
Value of New Construction (based on certificate of occupancy)	\$13 M	\$103.5 M	\$22.9 M	\$50 M

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Summary of Borrowing Against District Debt Limitation**

	Bond Line-of-Credit	City Day Light Loan	Total Borrowing
<b>FY 15-16 Actual</b>		<b>\$ 510,000</b>	<b>\$ 510,000</b>
<b>FY 16-17 Actual</b>	2,921,900	183,086	3,104,986
<b>FY 17-18 Actual</b>	-	726,289	726,289
<b>Total Debt Incurred</b>	<b>\$ 2,921,900</b>	<b>1,419,375</b>	<b>4,341,275</b>
<b>Agency Debt Limit</b>			<b>150,000,000</b>
<b>Remaining Amount</b>			<b>145,658,725</b>
<b>% Remaining</b>			<b>97%</b>
<b>FY 18-19 Estimate</b>		<b>3,466,591</b>	<b>3,466,591</b>
<b>FY 19-20 Budget</b>	<b>\$16,078,100</b>	<b>\$1,332,668</b>	<b>\$17,410,768</b>

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET

<b>FUND:</b> 901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Changes in Assessed Valuation – Beaverton Central Urban Renewal District**

	Total Assessed Valuation - BURA	Year to Year Increase	Percent Change Year to Year	Cumulative Increase (Decrease) over Base Year	Percent Change Over Base Year	Tax Increment Revenue Received	Cumulative Tax Increment Revenue
FY 2011-12 (Base Year)	\$782,804,336						
FY 2012-13	\$788,610,799	\$5,806,463	0.7%	\$5,806,463	0.7%	\$86,881	\$86,881
FY 2013-14	\$800,929,828	\$12,319,029	1.6%	\$18,125,492	2.3%	\$285,134	\$372,015
FY 2014-15	\$833,269,953	\$32,340,125	4.0%	\$50,465,617	6.5%	\$770,085	\$1,142,867
FY 2015-16	\$884,701,194	\$51,431,241	6.2%	\$101,896,858	13.0%	\$1,495,236	\$2,637,336
FY 2016-17	\$921,495,446	\$36,794,252	4.2%	\$138,691,110	17.7%	\$2,025,052	\$4,662,388
FY 2017-18	\$947,028,304	\$25,532,858	2.8%	\$176,472,423	21.0%	\$2,747,537	\$7,409,925
FY 2018-19 Estimated	\$984,909,436	\$37,881,132	4.0%	\$202,105,100	25.82%	\$3,589,566	10,999,491
FY 2019-20 Budgeted	\$1,029,909,436	\$45,000,000	3.6%	\$247,105,100	31.6%	\$4,211,820	\$15,211,311

**Performance Outcomes and Program Trends:**

BURA revenue continues to exceed projections, which will positively impact the number of projects BURA is able to accomplish in the next several years. New construction within the district continues and doesn't appear to be slowing.

**Debt Service Fund (904)**

In June 2020, BURA's 2017 Line of Credit will be refunded and the City intends to issue \$55 million of Special Revenue Bonds which will be backed by the pledge of ROW fees. As with the Line of Credit, the principal source of repayment is actually the Tax Increment of the Beaverton Urban Redevelopment Agency. The purpose of the bonds are to refund the Line of Credit, pay for the construction of the Beaverton Central District Parking Garage and acquire property within the urban renewal district for redevelopment purposes.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA TAX INCREMENT 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

	-3,135,920		-4,606,028		-4,308,126		-4,308,126	-4,308,126	-2,903,462		-2,903,462			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-3,135,920		-4,606,028		-4,308,126		-4,308,126	-4,308,126	-2,903,462		-2,903,462			
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-1,756		-3,405		-4,000		-3,788	-4,000	-4,000		-4,000			
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501 DIVISION OF TAX INCREMENT REV

	-3,037,745		-3,635,270		-4,211,820		-4,013,634	-4,211,820	-4,684,351		-4,684,351			
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502 DIV OF TAX INCR REV PRIOR YRS

	-12,804		-20,101		-13,000		-16,627	-15,000	-15,000		-15,000			
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513 COMCAST TAX SETTLEMENT

			-19,364											
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514 TAX DISTRIBUTION - PILOTS

							-713	-500	-500		-500			
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TOTAL CLASS: 10 TAXES

	-3,052,305		-3,678,140		-4,228,820		-4,034,762	-4,231,320	-4,703,851		-4,703,851			
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY/BURA PROPERTY

	-46,423		-95,500											
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384 INVESTMENT INTEREST EARNINGS

	-62,707		-114,307		-140,000									
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389 MISCELLANEOUS REVENUES

1324

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA TAX INCREMENT 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
	-429		-652		-500									
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-109,559		-210,459		-140,500									
TOTAL DEPARTMENT: 03 REVENUE														
	-6,297,784		-8,494,627		-8,677,446		-8,342,888	-8,539,446	-7,607,313		-7,607,313			

1325

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA TAX INCREMENT FUND

DEPT: 95 URBAN RENEWAL AGENCY

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

307 MEMBERSHIP FEES

435 150 1,460

316 ADVERTISING, RECORDING & FILING

386 427 500

321 TRAVEL, TRAINING & SUBSISTENCE

950 2,324 5,525

325 COMMUNITY EVENTS EXPENSE

4,000

328 MEALS & RELATED EXPENSE

500

388 PROPERTY INSURANCE

644

480 PROPERTY TAX EXPENSE

12,667 32,404

506 AFFORDABLE HOUSING PROGRAM

30,000

507 TENANT IMPROVEMENT PROGRAM

203,177 251,689

509 ACQUISITION DUE DILIGENCE EXP

43,855 94,735

511 PROFESSIONAL SERVICES

36,672 54,505 26,000

516 BUSINESS STOREFRONT IMPROV EXP

198,013 108,001

518 PROPERTY MANAGEMENT EXPENSE

111,027 30,961

519 DEV. FEASIBILITY ASSISTANCE

90,208 222,360

523 BOARDS & COMMISSIONS EXPENSES

1326

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA TAX INCREMENT FUND

DEPT: 95 URBAN RENEWAL AGENCY

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
					500									
551	RENTS AND LEASES													
	3,929		10,500											
559	STREETSCAPE ENHANCEMENT EXPENSE													
			17,888											
TOTAL CLASS: 10 MATERIALS & SERVICES														
	701,319		856,588		38,485									
CLASS: 25 TRANSFERS														
801	TRSFR TO GENERAL FD - OVERHEAD													
	122,727		162,868		366,550									
816	TRSFRS TO REPROGRAPHICS FUND													
	1,604		1,521		550									
839	TRANSFER TO BURA DEBT SVC FUND													
	866,105		3,165,525		5,635,984	132,214	5,635,984	7,166,248		7,166,248				
TOTAL CLASS: 25 TRANSFERS														
	990,436		3,329,914		6,003,084	132,214	5,635,984	7,166,248		7,166,248				
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					2,635,877			441,065		441,065				
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					2,635,877			441,065		441,065				
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY														
	1,691,755		4,186,502		8,677,446	132,214	5,635,984	7,607,313		7,607,313				

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 902 BURA CAPITAL PROJECT FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 15 CAPITAL OUTLAY

620 1% For The Arts

							46,000							
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651 PROPERTY ACQUISTION(LAND/BLDG)

	523,686		2,423,769		2,953,834		3,181,073	3,243,460	4,000,000		4,000,000			
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682 CONSTRUCTION

	48,869		141,203		15,928,100		16,861,985	17,000,000	12,000,000		12,000,000			
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683 CONST DESIGN & ENGR INSPECTION

	153,735		436,765		225,000		244,093	200,000	900,000		900,000			
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TOTAL CLASS: 15 CAPITAL OUTLAY

	726,290		3,001,737		19,106,934		20,333,151	20,443,460	16,900,000		16,900,000			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

									6,013,474		16,013,474			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

									6,013,474		16,013,474			
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	726,290		3,001,737		19,106,934		20,333,151	20,443,460	22,913,474		32,913,474			
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 903 BURA PROGRAM AND ACTIVITIES 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														
										-3,302,564		-2,715,064		
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
										-3,302,564		-2,715,064		
CLASS: 35 MISCELLANEOUS REVENUES														
381 RENTAL OF CITY/BURA PROPERTY														
										-95,100		-27,623		-95,100
										-48,000		-48,000		
382 SALE OF CITY OR BURA PROPERTY														
										-100,000		-852,000		-852,000
384 INVESTMENT INTEREST EARNINGS														
										-72,693		-91,200		-122,000
														-85,400
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
										-195,100		-952,316		-1,038,300
														-170,000
														-133,400
CLASS: 45 NON-REVENUE RECEIPTS														
451 BOND SALE PROCEEDS														
														-1,000,000
453 LOAN FRM CITY OF BEAVERTON														
										-3,117,150		-3,117,150		-4,000,000
														-4,000,000
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
										-3,117,150		-4,117,150		-4,000,000
														-4,000,000
TOTAL DEPARTMENT: 03 REVENUE														
										-3,312,250		-952,316		-5,155,450
														-7,472,564
														-6,848,464

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND DEPT: 95 URBAN RENEWAL AGENCY

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
307	MEMBERSHIP FEES													
							1,460	1,460	1,000		1,000			
316	ADVERTISING, RECORDING & FILING													
							338	250	500		500			
321	TRAVEL, TRAINING & SUBSISTENCE													
							176	5,500	6,000		6,000			
325	COMMUNITY EVENTS EXPENSE													
								1,000	4,000		4,000			
328	MEALS & RELATED EXPENSE													
							239	400	525		525			
387	GENERAL LIABILITY INSURANCE													
					4,000		698	698	1,000		1,000			
388	PROPERTY INSURANCE													
					20,000		1,493	2,000	2,000		2,000			
480	PROPERTY TAX EXPENSE													
					66,250		43,194	40,745	42,527		42,527			
497	DEBT ISSUANCE COST													
								263,000						
498	UNDERWRITERS DISCOUNT, BOND													
								325,000						
506	AFFORDABLE HOUSING PROGRAM													
					300,000			75,000	525,000		525,000			
507	TENANT IMPROVEMENT PROGRAM													
					652,720		328,185	372,720	675,000		675,000			
509	ACQUISITION DUE DILIGENCE EXP													
					120,000		77,790	120,000	120,000		120,000			
511	PROFESSIONAL SERVICES													
					191,750		113,383	20,710	25,000		75,000			
516	BUSINESS STOREFRONT IMPROV EXP													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND      DEPT: 95 URBAN RENEWAL AGENCY

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
					418,594		286,418	279,222	339,375		339,375			
518	PROPERTY MANAGEMENT EXPENSE													
					257,000		56,277	120,000	594,523		594,523			
519	DEV. FEASIBILITY ASSISTANCE													
					475,000		281,755	435,300	186,700		186,700			
523	BOARDS & COMMISSIONS EXPENSES													
							281	281	500		500			
524	PARKING PROGRAM DEV AND OPERATIONS													
											260,000			
559	STREETSCAPE ENHANCEMENT EXPENSE													
					305,000			10,000	180,000		180,000			
1332	TOTAL CLASS: 10 MATERIALS & SERVICES													
					2,810,314		1,191,687	2,073,286	2,703,650		3,013,650			
	CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD													
							305,458	366,550	539,577		806,828			
816	TRSFERS TO REPROGRAPHICS FUND													
							469	550	1,742		1,742			
	TOTAL CLASS: 25 TRANSFERS													
							305,927	367,100	541,319		808,570			
	CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED													
					501,936				4,227,595		3,026,244			
	TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					501,936				4,227,595		3,026,244			
	TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY													
					3,312,250		1,497,614	2,440,386	7,472,564		6,848,464			

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE 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: 40 INTERFUND TRANSFERS/LOANS

444 TRSFR FROM BURA GENERAL FUND

	-866,105		-3,165,525		-5,635,984		-132,214	-5,635,984	-7,166,248		-7,166,248			
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-866,105		-3,165,525		-5,635,984		-132,214	-5,635,984	-7,166,248		-7,166,248			
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CLASS: 45 NON-REVENUE RECEIPTS

451 BOND SALE PROCEEDS

								-19,000,000						
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

								-19,000,000						
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TOTAL DEPARTMENT: 03 REVENUE

	-866,105		-3,165,525		-5,635,984		-132,214	-24,635,984	-7,166,248		-7,166,248			
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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 904 BURA DEBT SERVICE FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 20 DEBT SERVICE

710 BURA LOC INTEREST

	139,815		164,193		240,000		132,214	240,000						
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745 2020 BURA BOND PRINCIPAL

									1,591,248		1,591,248			
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746 2020 BURA BOND INTEREST

									1,575,000		1,575,000			
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747 BURA LOC PRINCIPAL PMT

								19,000,000						
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748 REPMT SHORT TERM LOAN FROM COB

	726,289		3,001,332		5,395,984			5,395,984	4,000,000		4,000,000			
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TOTAL CLASS: 20 DEBT SERVICE

	866,104		3,165,525		5,635,984		132,214	24,635,984	7,166,248		7,166,248			
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	866,104		3,165,525		5,635,984		132,214	24,635,984	7,166,248		7,166,248			
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1334



**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA TAX INCREMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		3,135,920		4,606,028		4,308,126		4,308,126		2,903,462		2,903,462	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		3,135,920		4,606,028		4,308,126		4,308,126		2,903,462		2,903,462	
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		1,756		3,405		4,000		4,000		4,000		4,000	

501	DIVISION OF TAX INCREMENT REV												
		3,037,745		3,635,270		4,211,820		4,211,820		4,684,351		4,684,351	

502	DIV OF TAX INCR REV PRIOR YRS												
		12,804		20,101		13,000		15,000		15,000		15,000	

513	COMCAST TAX SETTLEMENT												
												19,364	

514	TAX DISTRIBUTION - PILOTS												
								500		500		500	

TOTAL CLASS: 10 TAXES

		3,052,305		3,678,140		4,228,820		4,231,320		4,703,851		4,703,851	
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY/BURA PROPERTY												
		46,423		95,500									

384	INVESTMENT INTEREST EARNINGS												
		62,707		114,307		140,000							

389	MISCELLANEOUS REVENUES												
		429		652		500							

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		109,559		210,459		140,500							
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TOTAL PROGRAM: 0000 UNRESTRICTED

		6,297,784		8,494,627		8,677,446		8,539,446		7,607,313		7,607,313	
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TOTAL DEPARTMENT: 03 REVENUE

		6,297,784		8,494,627		8,677,446		8,539,446		7,607,313		7,607,313	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA TAX INCREMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES  
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$4,000

501 DIVISION OF TAX INCREMENT REV  
 THIS ACCOUNT RECORDS THE AMOUNT OF TAX INCREMENT REVENUES THAT ARE APPORTIONED TO THE BEAVERTON URBAN REDEVELOPMENT AGENCY FROM EACH EACH TAXING DISTRICT WITHIN THE CITY. THIS IS ALSO REFERRED TO AS THE "DIVISION OF TAX"\$4,684,351

502 DIV OF TAX INCR REV PRIOR YRS  
 THIS ACCOUNT RECORDS THE AMOUNT OF DELINQUENT TAX INCREMENT REVENUES THAT WERE NOT COLLECTED IN PREVIOUS TAX YEARS. \$15,000

513 COMCAST TAX SETTLEMENT

514 TAX DISTRIBUTION - PILOTS  
 TAX DISTRIBUTION FROM COUNTY - PAYMENT IN LIEU OF TAXES \$500

381 RENTAL OF CITY/BURA PROPERTY  
 MONTHLY RENTAL INCOME FROM BURA OWNED PROPERTIES  
 FY 2017-18 (PROPERTIES OWNED 6 MONTHS)  
 CURIOSITIES BUILDING - \$32,467  
 UNION LIGHTING BUILDING - \$7,527  
 5 OFFICES A TO E \$6,429  
 FY 2018-19  
 CURIOSITIES BUILDING \$66,000  
 CURIOSITIES ANNEX BUILDING \$15,300  
 5 OFFICES A TO E \$14,200  
 FY 2019-20 REVENUES WILL BE RECORDED IN THE NEW FUND, BURA PROGRAM AND ACTIVITIES FUND (903).

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 AND FY 20-21 INTEREST EARNINGS ARE RECORDED IN FUND 903

389 MISCELLANEOUS REVENUES  
 TAX DISTRIBUTION FROM COUNTY (PAYMENT IN LIEU OF TAX) IS MOVED TO NEW OBJECT CODE 514.

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA TAX INCREMENT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-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: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	435		150		1,460								
316	ADVERTISING,RECORDING & FILING												
	386		427		500								
321	TRAVEL,TRAINING & SUBSISTENCE												
	950		2,324		5,525								
325	COMMUNITY EVENTS EXPENSE												
					4,000								
328	MEALS & RELATED EXPENSE												
					500								
388	PROPERTY INSURANCE												
			644										
480	PROPERTY TAX EXPENSE												
	12,667		32,404										
506	AFFORDABLE HOUSING PROGRAM												
			30,000										
507	TENANT IMPROVEMENT PROGRAM												
	203,177		251,689										
509	ACQUISITION DUE DILIGENCE EXP												
	43,855		94,735										
511	PROFESSIONAL SERVICES												
	36,672		54,505		26,000								
516	BUSINESS STOREFRONT IMPROV EXP												
	198,013		108,001										
518	PROPERTY MANAGEMENT EXPENSE												
	111,027		30,961										
519	DEV. FEASIBILITY ASSISTANCE												
	90,208		222,360										
523	BOARDS & COMMISSIONS EXPENSES												
					500								
551	RENTS AND LEASES												
	3,929		10,500										
559	STREETSCAPE ENHANCEMENT EXPENSE												
			17,888										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	701,319		856,588		38,485								

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA TAX INCREMENT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 307 MEMBERSHIP FEES  
 MOVED TO 903 FUND
- 316 ADVERTISING, RECORDING & FILING  
 MOVED TO 903 FUND
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 MOVED TO 903 FUND
- 325 COMMUNITY EVENTS EXPENSE  
 MOVED TO 903 FUND
- 328 MEALS & RELATED EXPENSE  
 MOVED TO 903 FUND
- 388 PROPERTY INSURANCE  
 FY 19-20 EXPENDITURES MOVED TO NEW FUND 903
- 480 PROPERTY TAX EXPENSE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
  
- 506 AFFORDABLE HOUSING PROGRAM  
 FY 19-20 EXPENDITURE MOVED TO NEW FUND 903
- 507 TENANT IMPROVEMENT PROGRAM  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 509 ACQUISITION DUE DILIGENCE EXP
- 511 PROFESSIONAL SERVICES  
 MOVED TO 903 FUND
- 516 BUSINESS STOREFRONT IMPROV EXP  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 518 PROPERTY MANAGEMENT EXPENSE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 519 DEV. FEASIBILITY ASSISTANCE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 523 BOARDS & COMMISSIONS EXPENSES  
 MOVED TO 903 FUND
- 551 RENTS AND LEASES  
 NO APPROPRIATION REQUESTED
- 559 STREETScape ENHANCEMENT EXPENSE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903



**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA TAX INCREMENT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-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: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD  
 122,727 162,868 366,550

816 TRSFERS TO REPROGRAPHICS FUND  
 1,604 1,521 550

839 TRANSFER TO BURA DEBT SVC FUND  
 866,105 3,165,525 5,635,984 5,635,984 7,166,248 7,166,248

TOTAL CLASS: 25 TRANSFERS

990,436	3,329,914	6,003,084	5,635,984	7,166,248	7,166,248
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED  
 2,635,877 441,065 441,065

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

2,635,877	441,065	441,065
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TOTAL PROGRAM: 0691 BURA-ADMINISTRATION

1,691,755	4,186,502	8,677,446	5,635,984	7,607,313	7,607,313
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

1,691,755	4,186,502	8,677,446	5,635,984	7,607,313	7,607,313
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TOTAL FUND: 901 BURA TAX INCREMENT FUND

1,691,755	4,186,502	8,677,446	5,635,984	7,607,313	7,607,313
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**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA TAX INCREMENT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

801 TRSFR TO GENERAL FD - OVERHEAD  
 OVERHEAD TRANSFER TO FOR GENERAL FUND SUPPORT  
 FY 2018-19 ADOPTED:  
 10% OF DEVELOPMENT DIVISON MANAGER  
 10% OF SENIOR DEVELOPMENT PROJECT MANAGER  
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING  
 FY 2019-20 AND FY 2020-21 MOVED TO FUND 903

816 TRSFRS TO REPROGRAPHICS FUND  
 MOVED TO FUND 903

839 TRANSFER TO BURA DEBT SVC FUND  
 FY 17-18 ACTUALS TOTALING \$866,105 COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 DOWN PAYMENT ON THE LUDEMANS' PROPERTY PURCHASE \$523,685  
 INTEREST ON LINE OF CREDIT \$139,816  
 FY 2018-19 ACTUALS TOTALING \$3,165,525 COMPRISED OF::  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$3,001,332 COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$577,967  
 CONTRACT PAYMENTS ON THE LUDEMANS PROPERTY (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 PURCHASE THE BANK OF BEAVERTON PROPERTY \$1,220,966 (LESS \$405 IN PARKING REVENUE)  
 ERNEST DOWNPAYMENT ON THE DIETRICK PROPERTY (VACANT PARCEL BY BIG O'S) \$10,000  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,470  
 INTEREST ON THE LINE OF CREDIT \$164,193  
 FY 2019-20 BUDGET TOTALS \$5,635,984 AND IS COMPRISED OF THE FOLLOWING TRANSFER TO  
 THE BURA DEBT SERVICE FUND FOR  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S OPERATIONS \$2,617,150  
 THE BURA CAPITAL PROJECTS FUND 902'S OPERATIONS \$1,078,834  
 THE BURA DEBT SERVICE FUND FOR THE INTEREST ON THE LINE OF CREDIT \$240,000  
 THE BURA CAPITAL PROJECTS FUND FOR THE DAVIS CHESNEY PROPERTY PURCHASE \$1,200,000  
 THE BURA PROGRAM AND ACTIVITES FUND 903'S ADDITIONAL OPERATIONS \$500,000  
 FY 2020-21 BUDGET  
 THE BURA DEBT SERVICE FUND FOR THE 2020 BURA BOND PRINCIPAL AND INTEREST PAYMENT \$3,166,248  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S OPERATIONS \$4,000,000

991 CONTINGENCY - UNRESERVED

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT 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  
 22,913,474 32,913,474

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

22,913,474 32,913,474

CLASS: 20 PERMITS & FEES

339 PARKING PERMITS  
 406

TOTAL CLASS: 20 PERMITS & FEES

406

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY  
 750,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

750,000

CLASS: 45 NON-REVENUE RECEIPTS

451 BOND SALE PROCEEDS  
 35,000,000

453 LOAN FRM CITY OF BEAVERTON  
 726,289 3,001,332 2,278,834 2,278,834

460 LINE OF CREDIT PROCEEDS BURA  
 16,078,100 16,078,100

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

726,289 3,001,332 18,356,934 53,356,934

TOTAL PROGRAM: 0000 UNRESTRICTED

726,289 3,001,738 19,106,934 53,356,934 22,913,474 32,913,474

TOTAL DEPARTMENT: 03 REVENUE

726,289 3,001,738 19,106,934 53,356,934 22,913,474 32,913,474

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

339 PARKING PERMITS

382 SALE OF CITY OR BURA PROPERTY  
 ESTIMATED PROCEEDS FROM THE SALE OF THE AURTHER MURRAY BUILDING MOVED TO THE  
 BURA PROGRAM AND ACTIVITES FUND903

451 BOND SALE PROCEEDS  
 NET PROCEEDS FROM THE FY 2020 - \$55 MILLION BURA REVENUE BOND ISSUE DISTRIBUTED AS FOLLOWS  
 \$19 MILLION DEPOSITED IN THE BURA DEBT SERVICE FUND904 TO REPAY THE\$19 LINE OF  
 CREDIT WITH KEYBANC  
 \$25 MILLION DEPOSITED IN THE BURA CAPITAL PROJECTS FUND902  
 \$1 MILLION DEPOSITED IN THE BURA PROGRAM AND ACTIVITIES FUND903

453 LOAN FRM CITY OF BEAVERTON  
 FY 17-18 ACTUAL TOTALS\$726,289 AND WAS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$202,604  
 LUDEMANS PROPERTY PURCHASE DOWNPAYMENT AND CLOSING COSTS\$523,685  
 FY 2018-19 ACTUAL TOTALED\$3,001,332 AND WAS COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$577,967  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT)\$504,334  
 PURCHASE THE BANK OF BEAVERTON PROPERTY\$1,220,966 (LESS \$405 IN MISC PARKING REV)  
 ERNEST DOWNPAYMENT ON THE DIETRICK PROPERTY (VACANT PARCEL @ BIG O'S)\$10,000  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY\$688,470  
 FY 2019-20 TOTALS \$2,278,834 AND IS COMPRISE OF:  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (2ND OF 4TH ANNUAL PAYMENT)\$504,334  
 MONTHLY PAYMENTS FOR ADELPHOS PROPERTY\$249,540  
 PURCHASE OF THE DAVIS AND CHESNEY PROPERTIES\$1,524,960  
 FY 2020-21 REFLECTS NO LOANS FROM THE CITY OF BEAVERTON DUE TO THE PROPOSED BOND ISSUE  
 PROCEEDS SHOWN IN REVENUE ACCOUNT 451 BOND SALE PROCEEDS

460 LINE OF CREDIT PROCEEDS BURA  
 FY 2017-18 NO DRAWDOWNS ON LINE OF CREDIT  
 FY 2018-19 NO DRAWDOWNS ON LINE OF CREDIT  
 FY2019-20 DRAWDOWN ON LINE OF CREDIT FOR PARKING GARAGE CONSTRUCTION

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6501 PARKING GARAGE LOT 2

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

620 1% For The Arts

682 CONSTRUCTION

48,869 141,203 15,928,100 17,000,000 12,000,000 12,000,000

683 CONST DESIGN & ENGR INSPECTION

153,735 436,765 150,000 200,000 500,000 500,000

TOTAL CLASS: 15 CAPITAL OUTLAY

202,604 577,968 16,078,100 17,200,000 12,500,000 12,500,000

TOTAL PROGRAM: 6501 PARKING GARAGE LOT 2

202,604 577,968 16,078,100 17,200,000 12,500,000 12,500,000

## BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6501 PARKING GARAGE LOT 2

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

620 1% For The Arts

682 CONSTRUCTION

CONSTRUCTION AND SELECT SOFT COSTS \$12,000,000

683 CONST DESIGN & ENGR INSPECTION

DESIGN COSTS AND ENGINEERING INSPECTION \$500,000

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6503 BURA LAND ACQUISITION 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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)	523,686	2,423,769	2,953,834		3,243,460	4,000,000		4,000,000				
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TOTAL CLASS: 15 CAPITAL OUTLAY

		523,686	2,423,769	2,953,834		3,243,460	4,000,000		4,000,000				
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED						6,013,474		16,013,474				
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

							6,013,474		16,013,474				
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TOTAL PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

		523,686	2,423,769	2,953,834		3,243,460	10,013,474		20,013,474				
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**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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651 PROPERTY ACQUISTION(LAND/BLDG)  
 PROPERTY ACQUISITION OPPORTUNITIES IN OLD TOWN AND BEAVERTON CENTRAL PLUS CONTRACT PAYMENT  
 FY 2017-18 ACTUALS LUDEMAN'S PROPERTY DOWN PAYMENT -\$523,686  
 FY 2018-19 ACTUALS TOTALING\$2,423,769 CONSISTS OF THE FOLLOWING:  
     PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT)\$504,334  
     PURCHASE THE BANK OF BEAVERTON PROPERTY\$1,220,966 (LESS \$405 IN PARKING REVENUE)  
     ERNEST DOWNPAYMENT ON THE DIETRICK PROPERTY (VACANT PARCEL BY BIG O'S\$10,000  
     DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE\$688,470  
 FY 2019-20 ESTIMATE TOTALING\$3,160,277 CONSISTS OF THE FOLLOWING:  
     CONTRACT PAYMENT ON THE LUDEMANS PROPERTY (2ND OF 4TH ANNUAL PAYMENT)\$504,334  
     CONTRACT PAYMENTS FOR THE ADELPHOS PROPERTY PURCHASE\$249,546  
     PURCHASE OF THE DAVIS CHESNEY PROPERTIES \$2,207,214  
     PURCHASE OF THE DIETRICK PROPERTY (VACANT PARCEL BY BIG O'S\$282,367  
 FY 2020-21 TOTALS \$4,000,000 AND CONSISTS OF THE FOLLOWING:  
     CONTRACT PAYMENT ON THE LUDEMANS PROPERTY (3RD OF 4TH ANNUAL PAYMENT)\$504,334  
     CONTRACT PAYMENTS FOR THE ADELPHOS PROPERTY PURCHASE\$249,546  
     APPROPRIATION FOR LAND PURCHASES THAT MAY OCCUR DURING THE YEARS\$3,246,120

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6506 PARKING PAY STATIONS

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

CLASS: 15 CAPITAL OUTLAY

683 CONST DESIGN & ENGR INSPECTION

75,000 200,000 200,000

TOTAL CLASS: 15 CAPITAL OUTLAY

75,000 200,000 200,000

TOTAL PROGRAM: 6506 PARKING PAY STATIONS

75,000 200,000 200,000

### BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

683    CONST DESIGN & ENGR INSPECTION  
          PARKING PAY STATIONS FOR PAID PARKING ON STREET IN OLD TOWN AND BEAVERTON CENTRAL \$200,000



City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6507 HALL/WATSON LOOP IMPROVEMENTS PHASE 1

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													
683	CONST DESIGN & ENGR INSPECTION												
									200,000			200,000	
TOTAL CLASS: 15 CAPITAL OUTLAY													
									200,000			200,000	
TOTAL PROGRAM: 6507 HALL/WATSON LOOP IMPROVEMENTS PHASE 1													
									200,000			200,000	
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY													
	726,290		3,001,737		19,106,934		20,443,460		22,913,474			32,913,474	
TOTAL FUND: 902 BURA CAPITAL PROJECT FUND													
	726,290		3,001,737		19,106,934		20,443,460		22,913,474			32,913,474	

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6507 HALL/WATSON LOOP IMPROVEMENTS PHASE 1

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

683 CONST DESIGN & ENGR INSPECTION  
PHASE ONE IMPROVEMENTS AT HALL AND CRESCENT, NOTE: DESIGN INCLUDED IN 903 \$200,000


City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
								3,302,564		2,715,064			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
								3,302,564		2,715,064			
CLASS: 35 MISCELLANEOUS REVENUES													
381	RENTAL OF CITY/BURA PROPERTY												
					95,100		95,100	48,000		48,000			
382	SALE OF CITY OR BURA PROPERTY												
					100,000		852,000						
384	INVESTMENT INTEREST EARNINGS												
							91,200	122,000		85,400			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
					195,100		1,038,300	170,000		133,400			
CLASS: 45 NON-REVENUE RECEIPTS													
451	BOND SALE PROCEEDS												
							1,000,000						
453	LOAN FRM CITY OF BEAVERTON												
					3,117,150		3,117,150	4,000,000		4,000,000			
TOTAL CLASS: 45 NON-REVENUE RECEIPTS													
					3,117,150		4,117,150	4,000,000		4,000,000			
TOTAL PROGRAM: 0000 UNRESTRICTED													
					3,312,250		5,155,450	7,472,564		6,848,464			
TOTAL DEPARTMENT: 03 REVENUE													
					3,312,250		5,155,450	7,472,564		6,848,464			

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

381 RENTAL OF CITY/BURA PROPERTY  
 FY 2019-20 PROPERTY RENTAL INCOME  
 CURIOSITIES BUILDING  
 CURIOSITIES ANNEX BUILDING  
 5 OFFICES A TO E  
 FY 2020-21 PROPERTY RENTAL INCOME  
 CURIOSITIES BUILDING AND ANNEX BUILDING, BEFORE DEMOLITION IN SEPTEMBER  
 CAREY CUSTOM FLOORS & REMODELING \$4,000/MO FOR 12 MONTHS \$48,000

382 SALE OF CITY OR BURA PROPERTY

384 INVESTMENT INTEREST EARNINGS  
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00%  
 FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$85,400

451 BOND SALE PROCEEDS  
 NET PROCEEDS FROM THE FY 2020 - \$4 MILLION BURA REVENUE BOND ISSUE DISTRIBUTED AS FOLLOWS  
 \$19 MILLION DEPOSITED IN THE BURA DEBT SERVICE FUND904 TO REPAY THE\$19 LINE OF  
 CREDIT WITH KEYBANC  
 \$25 MILLION DEPOSITED IN THE BURA CAPITAL PROJECTS FUND902  
 \$1 MILLION DEPOSITED IN THE BURA PROGRAM AND ACTIVITIES FUND903

453 LOAN FRM CITY OF BEAVERTON  
 FY 2019-20 FUNDING FOR THE BURA PROGRAM AND ACTIVITES FUND903'S OPERATIONS - \$3,117,150  
 FY 2019-20 FUNDING FOR THE BURA PROGRAM AND ACTIVITES FUND903'S OPERATIONS \$4,000,000

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

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

307	MEMBERSHIP FEES							1,460	1,000			1,000	
316	ADVERTISING,RECORDING & FILING							250	500			500	
321	TRAVEL,TRAINING & SUBSISTENCE							5,500	6,000			6,000	
325	COMMUNITY EVENTS EXPENSE							1,000	4,000			4,000	
328	MEALS & RELATED EXPENSE							400	525			525	
387	GENERAL LIABILITY INSURANCE				4,000			698	1,000			1,000	
388	PROPERTY INSURANCE				20,000			2,000	2,000			2,000	
480	PROPERTY TAX EXPENSE				66,250			40,745	42,527			42,527	
497	DEBT ISSUANCE COST							263,000					
498	UNDERWRITERS DISCOUNT, BOND							325,000					
506	AFFORDABLE HOUSING PROGRAM				300,000			75,000	525,000			525,000	
507	TENANT IMPROVEMENT PROGRAM				652,720			372,720	675,000			675,000	
509	ACQUISITION DUE DILIGENCE EXP				120,000			120,000	120,000			120,000	
511	PROFESSIONAL SERVICES				191,750			20,710	25,000			75,000	
516	BUSINESS STOREFRONT IMPROV EXP				418,594			279,222	339,375			339,375	
518	PROPERTY MANAGEMENT EXPENSE				257,000			120,000	594,523			594,523	
519	DEV. FEASIBILITY ASSISTANCE				475,000			435,300	186,700			186,700	
523	BOARDS & COMMISSIONS EXPENSES							281	500			500	

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

307	MEMBERSHIP FEES PARTIAL OEDA MEMBERSHIP \$600 MISCELLANEOUS MEMBERSHIPS \$400
316	ADVERTISING, RECORDING & FILING SECRETARY OF STATE / BURA CAFR FILING FEE \$500
321	TRAVEL, TRAINING & SUBSISTENCE URBAN LAND INSTITUTE (ULI) MEETINGS, FALL OR SPRING, 2 STAFF (2 X \$3,000) \$6,000 ULI FALL MEETING, SAN FRANCISCO, CA ULI SPRING MEETING, DENVER, CO
325	COMMUNITY EVENTS EXPENSE COMMUNITY ENGAGEMENT \$4,000 PARKING, REDEVELOPMENT PROJECTS, AFFORDABLE HOUSING, URBAN RENEWAL ACTIVITIES & PROGRAMS
328	MEALS & RELATED EXPENSE WORKING LUNCHEAS AND DINNERS \$525
387	GENERAL LIABILITY INSURANCE GENERAL LIABILITY INSURANCE FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES \$1,000
388	PROPERTY INSURANCE INSURANCE FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES \$2,000
480	PROPERTY TAX EXPENSE PROPERTY TAXES FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES \$42,527
497	DEBT ISSUANCE COST FY 2020: ESTIMATED BOND ISSUANCE COST, \$55 MILLION 2020 BURA BONDS
498	UNDERWRITERS DISCOUNT, BOND FY 2020: ESTIMATED UNDERWRITERS DISCOUNT FOR \$55 MILLION 2020 BURA BONDS ISSUANCE
506	AFFORDABLE HOUSING PROGRAM \$225 UNSPENT ENCUMBERED FY19-20 FUNDS AND \$300,000 NEW APPROPRIATION FOR GRANTS/LOANS FOR AFFORDABLE HOUSING ACQUISITION/DEVELOPMENT (GROWING FUND) \$525,000
507	TENANT IMPROVEMENT PROGRAM \$280,000 ENCUMBERED UNSPENT FUNDS FY2019/20 AND \$395,000 NEW APPROPRIATION FOR TENANT IMPROVEMENT GRANT PROGRAM \$675,000
509	ACQUISITION DUE DILIGENCE EXP OLD TOWN AND BEVERTON CENTRAL ACQUISITION OPPORTUNITIES \$120,000
511	PROFESSIONAL SERVICES AUDIT SERVICES, TIF PROJECTION CONSULTING, AND OTHER ADMIN RELATED SERVICES AS NEEDED \$67,758 AUDIT SERVICES: AUDIT FOR FY19-20 \$3,742 AUDIT FOR FY 20-21 INTERIM AUDIT (JUNE) \$3,500
516	BUSINESS STOREFRONT IMPROV EXP \$139,375 ENCUMBERED UNSPENT FY19/20 FUNDS, \$200,000 NEW APPROPRIATION FOR STOREFRONT DESIGN AND IMPROVEMENT GRANTS (BURA/GF SPLIT) \$339,375
518	PROPERTY MANAGEMENT EXPENSE PROPERTY MANAGEMENT EXPENSES FOR CITY AND BURA OWNED PROPERTIES, INCLUDING GARAGE MAINTENANCE/RETAIL LEASING, PROPERTY DEMOLITION, TENANT ASSISTANCE, AND INTERIM USES \$594,523
519	DEV. FEASIBILITY ASSISTANCE \$39,700 ENCUMBERED UNSPENT FY 19/20 FUNDS, \$147,000 NEW APPROPRIATION FOR PREDEVELOPMENT GRANT PROGRAM AND DEVELOPMENT ASSISTANCE FOR BEAVERTON CENTRAL PROJECTS \$186,700
523	BOARDS & COMMISSIONS EXPENSES URAC ANNUAL DINNER AND OTHER SUPPLIES AS NEEDED \$500

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

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	
524	PARKING PROGRAM DEV AND OPERATIONS												260,000	
559	STREETSCAPE ENHANCEMENT EXPENSE													
					305,000		10,000	180,000		180,000				
TOTAL CLASS: 10 MATERIALS & SERVICES					2,810,314		2,073,286	2,703,650		3,013,650				
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
							366,550	539,577		806,828				
816	TRSFERS TO REPROGRAPHICS FUND													
							550	1,742		1,742				
TOTAL CLASS: 25 TRANSFERS							367,100	541,319		808,570				
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					501,936			4,227,595		3,026,244				
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					501,936			4,227,595		3,026,244				
TOTAL PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES														
					3,312,250		2,440,386	7,472,564		6,848,464				
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY														
					3,312,250		2,440,386	7,472,564		6,848,464				
TOTAL FUND: 903 BURA PROGRAM AND ACTIVITIES FUND														
					3,312,250		2,440,386	7,472,564		6,848,464				

### BP WORKSHEET & JUSTIFICATION

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

524 PARKING PROGRAM DEV AND OPERATIONS  
PARKING PROGRAM DEVELOPMENT AND OPERATIONS \$260,000

559 STREETScape ENHANCEMENT EXPENSE  
FIRST AND WASHINGTON STREETScape IMPROVEMENT PROJECT ENGAGEMENT  
AND PRELIMINARY DESIGN \$180,000

801 TRSFR TO GENERAL FD - OVERHEAD  
REIMBURSEMENT FOR THE BURA PROGRAM ADMINISTRATION PROGRAM EXPENSE (0696) IN  
THE CITY GENERAL FUND, COMMUNITY DEVELOPMENT DEPARTMENT  
PLUS 14.59% GENERAL OVERHEAD \$806,828

816 TRSFRS TO REPROGRAPHICS FUND

991 CONTINGENCY - UNRESERVED

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE 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

444	TRSFER FROM BURA GENERAL FUND												
	866,105		3,165,525		5,635,984		5,635,984		7,166,248		7,166,248		7,166,248

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	866,105		3,165,525		5,635,984		5,635,984		7,166,248		7,166,248		7,166,248
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CLASS: 45 NON-REVENUE RECEIPTS

451	BOND SALE PROCEEDS												
							19,000,000						

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

							19,000,000						
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TOTAL PROGRAM: 0000 UNRESTRICTED

	866,105		3,165,525		5,635,984		24,635,984		7,166,248		7,166,248		7,166,248
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TOTAL DEPARTMENT: 03 REVENUE

	866,105		3,165,525		5,635,984		24,635,984		7,166,248		7,166,248		7,166,248
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**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

444 TRSFR FROM BURA GENERAL FUND

RECORD TRANSFER IN FROM THE BURA GENERAL FUND FOR DEBT SERVICE TO REPAY:  
 FY 17-18 ACTUALS TOTALING \$866,105 COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 DOWN PAYMENT ON THE LUDEMANS' PROPERTY PURCHASE \$523,685  
 INTEREST ON LINE OF CREDIT \$139,816  
 FY 2018-19 ACTUALS TOTALING \$3,165,525 COMPRISED OF::  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$3,001,332 COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$577,967  
 CONTRACT PAYMENTS ON THE LUDEMANS PROPERTY (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 PURCHASE THE BANK OF BEAVERTON PROPERTY \$1,220,966 (LESS \$405 IN PARKING REVENUE)  
 ERNEST DOWNPAYMENT ON THE DIETRICK PROPERTY (VACANT PARCEL BY BIG O'S) \$10,000  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,470  
 INTEREST ON THE LINE OF CREDIT \$164,193  
 FY 2019-20 BUDGET TOTALS \$5,635,984 AND IS COMPRISED OF :  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S OPERATIONS \$2,617,150  
 THE BURA CAPITAL PROJECTS FUND 902'S OPERATIONS \$1,078,834  
 THE BURA DEBT SERVICE FUND FOR THE INTEREST ON THE LINE OF CREDIT \$240,000  
 THE BURA CAPITAL PROJECTS FUND FOR THE DAVIS CHESNEY PROPERTY PURCHASE \$1,200,000  
 THE BURA PROGRAM AND ACTIVITES FUND 903'S ADDITIONAL OPERATIONS \$500,000  
 FY 2020-21  
 FUNDING FOR THE BURA 2020 BOND PRINCIPAL AND INTEREST PAYMENT \$3,166,248  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S OPERATIONS \$4,000,000

451 BOND SALE PROCEEDS

NET PROCEEDS FROM THE FY 2020 - \$45 MILLION BURA REVENUE BOND ISSUE DISTRIBUTED AS FOLLOWS  
 \$19 MILLION DEPOSITED IN THE BURA DEBT SERVICE FUND 904 TO REPAY THE \$19 LINE OF  
 CREDIT WITH KEYBANC  
 \$25 MILLION DEPOSITED IN THE BURA CAPITAL PROJECTS FUND 902  
 \$1 MILLION DEPOSITED IN THE BURA PROGRAM AND ACTIVITIES FUND 903

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE 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: 20 DEBT SERVICE

710	BURA LOC INTEREST	139,815	164,193		240,000		240,000						
745	2020 BURA BOND PRINCIPAL							1,591,248		1,591,248			
746	2020 BURA BOND INTEREST							1,575,000		1,575,000			
747	BURA LOC PRINCIPAL PMT						19,000,000						
748	REPMT SHORT TERM LOAN FROM COB	726,289	3,001,332		5,395,984		5,395,984	4,000,000		4,000,000			

TOTAL CLASS: 20 DEBT SERVICE

	866,104	3,165,525		5,635,984		24,635,984	7,166,248		7,166,248				
TOTAL PROGRAM: 0693 BURA DEBT SERVICE PROGRAM													
	866,104	3,165,525		5,635,984		24,635,984	7,166,248		7,166,248				
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY													
	866,104	3,165,525		5,635,984		24,635,984	7,166,248		7,166,248				
TOTAL FUND: 904 BURA DEBT SERVICE FUND													
	866,104	3,165,525		5,635,984		24,635,984	7,166,248		7,166,248				

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

710 BURA LOC INTEREST  
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9%  
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT 0.25%

745 2020 BURA BOND PRINCIPAL  
 PRINCIPAL PAYMENT ON \$45 MILLION BOND ISSUE OVER 20 YEARS @ 3.5% \$1,591,248

746 2020 BURA BOND INTEREST  
 INTEREST PAYMENT ON \$45 MILLION BOND ISSUE OVER 20 YEARS @ 3.5% \$1,575,000

747 BURA LOC PRINCIPAL PMT

748 REPMT SHORT TERM LOAN FROM COB  
 FY 17-18 ACTUALS TOTALING \$726,289 COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 DOWN PAYMENT ON THE LUDEMANS' PROPERTY PURCHASE \$523,685  
 FY 2018-19 ACTUALS TOTALING \$3,001,332 COMPRISED OF:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$577,967  
 CONTRACT PAYMENTS ON THE LUDEMANS PROPERTY (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 PURCHASE THE BANK OF BEAVERTON PROPERTY \$1,220,966 (LESS \$405 IN PARKING REVENUE)  
 ERNEST DOWNPAYMENT ON THE DIETRICK PROPERTY (VACANT PARCEL BY BIG O'S) \$10,000  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,470  
 FY 2019-20 BUDGET TOTALS \$5,395,984 COMPRISED OF:  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S OPERATIONS \$2,617,150  
 THE BURA CAPITAL PROJECTS FUND 902'S OPERATIONS \$1,078,834  
 THE DAVIS CHESNEY PROPERTY PURCHASE \$1,200,000  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S ADDITIONAL OPERATIONS \$500,000  
 FY 2020-21  
 THE BURA PROGRAM AND ACTIVITIES FUND 903'S OPERATIONS \$4,000,000

