City of Beaverton, Oregon

Annual Budget Document

FY 2020-2021

Beaverton
OREGON

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Beaverton

Oregon

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

BUDGET DOCUMENT

FISCAL YEAR 2020-21

Adopted by Resolution No. 4659

CITY OF BEAVERTON
STATE OF OREGON

Dennis Doyle, Mayor

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- City Officials

Beaverton
OREGON

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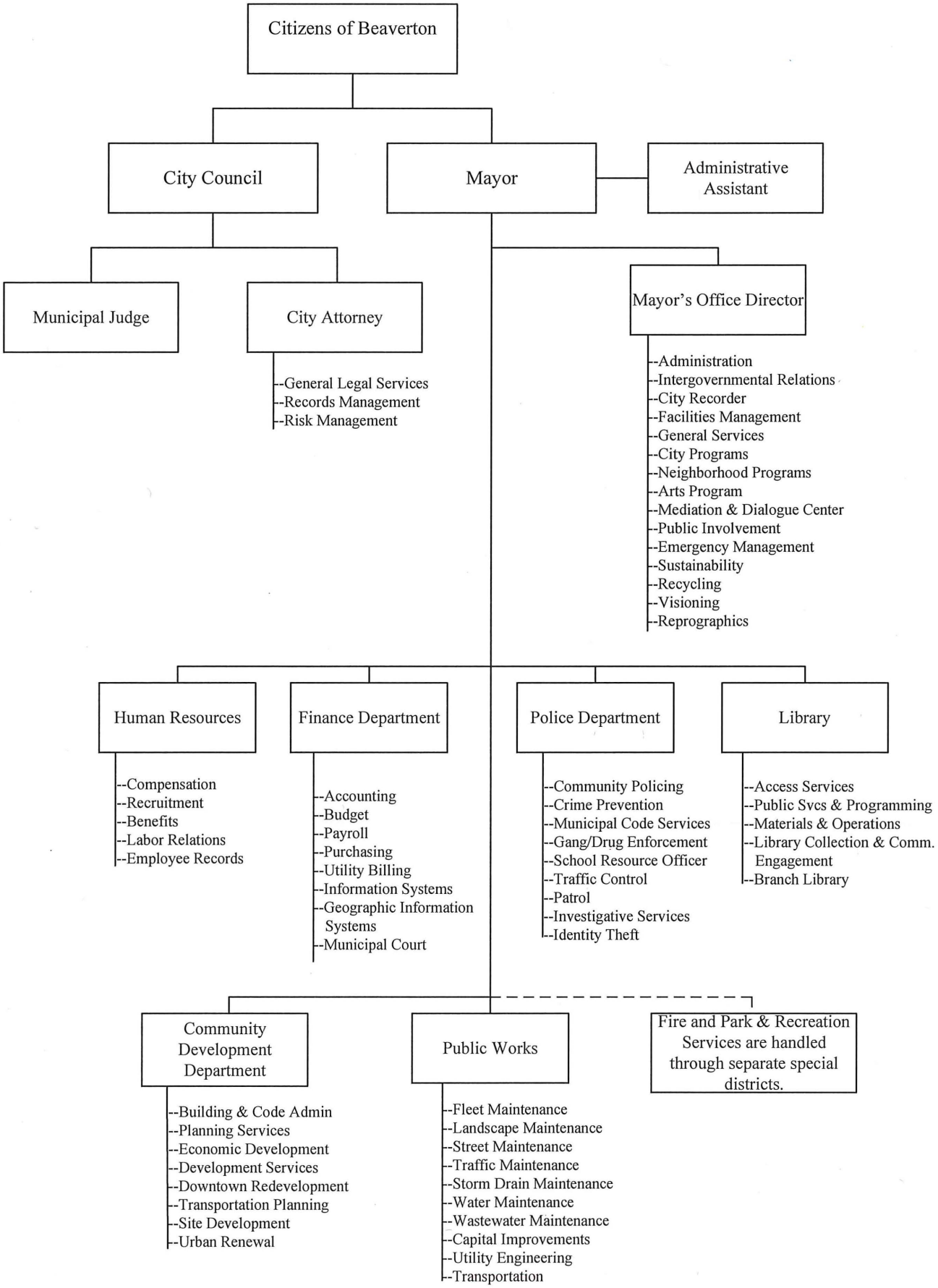
Organization of the City of Beaverton



BUDGET COMMITTEE MEMBERS

Laura Mitchell, Council President	Jose Galindez, Chair
Cate Arnold, Member	Tiffany Burton, Vice Chair
Lacey Beaty, Member	Renu Kamath, Secretary
Mark Fagin, Member	John Dugger, Member
Marc San Soucie, Member	Bill Kanable, Member

COUNCIL MEMBERS

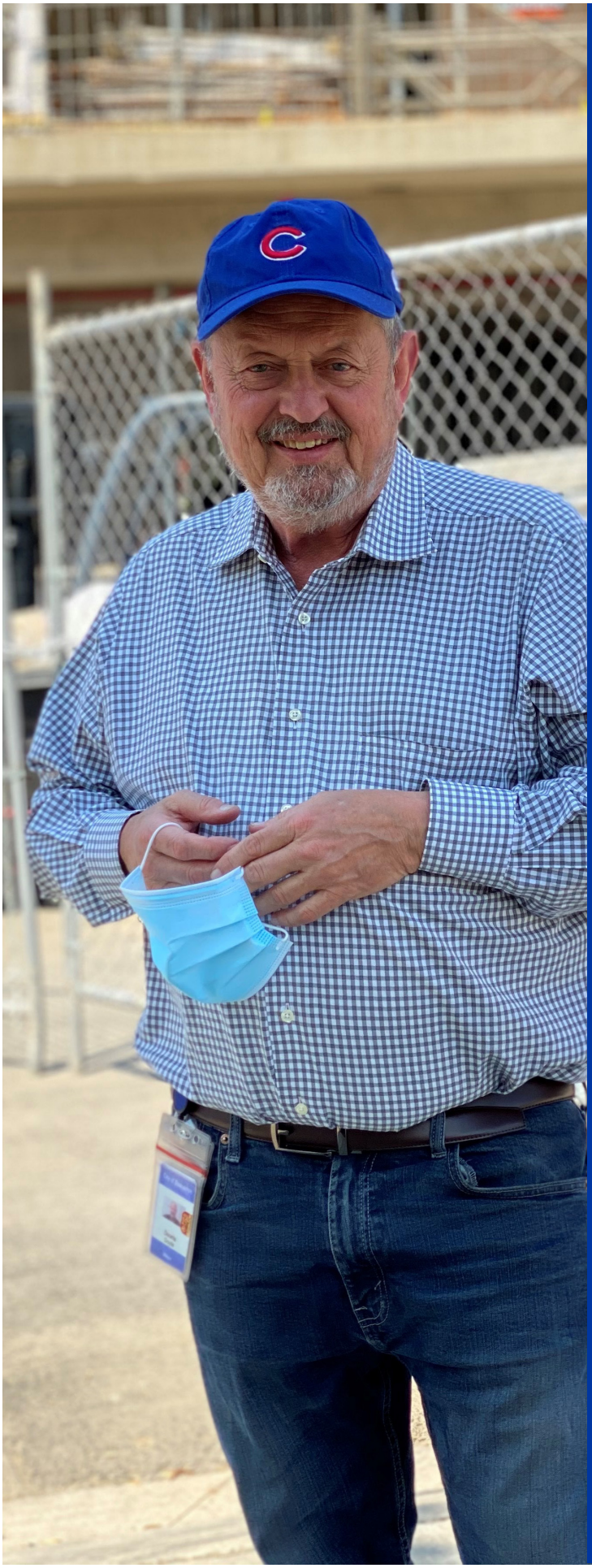
Laura Mitchell, Council President	Lacey Beaty
Cate Arnold	Marc San Soucie
Mark Fagin	

MAYOR

Dennis Doyle

DEPARTMENT HEADS

Mayor's Office Director	Abigail Elder
Finance Director	Patrick O'Claire
Police Chief	Ronda Groshong
Community Development Director	Cheryl Twete
Public Works Director	Chad Lynn
City Attorney	Bill Kirby
Human Resources Director	Patricia Anderson Wieck
Library Director	Glenn Ferdman



Mayor's Message

- Budget Message
- Community Vision
- Supplementary Budget Detail

Beaverton
OREGON

Mayor's Budget Message

- for the fiscal year 2020-21

The Honorable Denny Doyle, Mayor

TO: The Budget Committee and the Residents of Beaverton:

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

We have prepared this budget in an environment we didn't expect, responding to a global pandemic of COVID-19 caused by a new coronavirus. While construction begins on the Patricia Reser Center for the Arts and the Public Safety Center is nearly complete, the staff, elected officials and residents of Beaverton are "socially distanced" to slow the spread of the coronavirus. We are meeting and collaborating remotely, making frequent use of video conferences, screen sharing and conference calls. While these methods remove some of the intimacy and opportunities for spontaneous conversation, staff have nonetheless displayed impressive problem solving in furthering the City's business.

Additionally, as businesses closed in response to the Governor's stay at home order to slow the spread of the coronavirus, the City stepped in with a Business Recovery Program to help businesses with rent and commercial mortgages. This program initially began with $250,000 from the City's General Fund from savings found in various line item budgets allocated in FY 2019-20. By fiscal year end, approximately $500,000 had been spent for this program, half from line-item savings and half from the General Fund's contingency. This program is designed to help businesses weather a temporary setback and enable them to hit the ground running as businesses start to reopen. These funds are slated to be reimbursed to the City either through FEMA or through the CARES Act (Coronavirus Aid, Relief, and Economic Security) funding.

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

However, in spite of these obstacles the budget achieves the priorities of the community in several meaningful ways. With careful planning, the city was able to engage the municipal bond market in the spring of 2020 for an infusion of $123 million in borrowed funds for capital expenditures to build city facilities, utility infrastructure and acquire land for re-development opportunities over the next 5 to 7 years. In April, the City issued approximately $33 million in water revenue debt for water system improvements, and in June, $90 million in special revenue debt will be issued to complete the construction of the Patricia Reser Center for Arts (PRCA) and the adjacent parking garage, as well as to invest in renewing the central core of Beaverton through the Beaverton Urban Renewal Agency. Additionally, in early summer the City hopes to finalize $20 million in loans from the State Infrastructure Finance Authority for water system improvements. This will be followed in the fall with the City negotiating a loan from the EPA's WIFIA (Water Infrastructure Finance and Innovation Act) program for approximately $80 million. The sources and uses of the borrowed funds are these:

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

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

Patricia Reser Center for the Arts

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

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

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

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

- $14 million Special Revenue Bond

REVENUE TRENDS

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

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

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

The singularly most impacted funding source is the Transient Lodging Tax. "Heads in Beds" were off about 55% in March and are expected to reduce to 90% for May and June. For FY 2020-21, the city is budgeting an overall 40% reduction in lodging taxes. In spite of these projections, construction of the Patricia Reser Center for the Arts (PRCA) continues. The underlying credit for the project bonds was revised to pledge the City's non-property tax General Fund revenue. Lodging Taxes are a secondary pledge and the intended ultimate source of repayment.

The flow of development-related revenue (building permits and system development fees) is slowing but because of strong housing demand prior to the pandemic, the housing market is not expected to drop off as dramatically as happened in the Great Recession experienced in 2009 through 2014. A 10% reduction in the Building Fund's building permit revenues is projected. The fund balance target for that fund creates a six-

month cushion. Just as each fund enjoys the benefit of co-mingled managed investments for interest earnings, so each fund will experience a decline of as much of 50% in interest earnings during FY 2020-21 compared to FY 2019-20.

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

FOCUS

Some things do not change and the budget reflects our continuing enhanced law enforcement and community safety activities, maintaining the city's stable financial position, and expanding the public's involvement in city government. The budget also enhances city sustainability efforts and expands business assistance, retention and attraction through excellent customer service to Beaverton residents. This is a goal-oriented, fiscally conservative budget pursuing an ambitious set of goals with all of our fiscal, physical and people resources. The operational property tax levy is steady at a rate of $4.22 per $1000 AV, 40 cents below the City's fully authorized, permanent rate of $4.62 per $1000 of assessed valuation. In addition, a capital levy of $0.20 supports the General Obligation bonds which financed the new Public Safety Center.

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

ANNUAL CITY PRIORITIES

The City's budget is developed in pursuit of its goals and community vision as interpreted and articulated in the annual priorities for the Mayor and City Council. Exhibit 1 illustrates how the goals, vision targets and priorities are related and build on one another. As such, we have chosen to correlate the activities of the various departments within their budgets more to the annual priorities and the community vision than the broad goals. In some cases there are also references, within a particular program or fund, to the priorities developed in a respective department's strategic plan.

City Council Goals:

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

City Council 2020 Priorities:

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

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

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

BUDGETARY TRENDS AND HIGHLIGHTS

STRONG BOND RATINGS

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

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

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

REVENUE TRENDS

Beaverton has a diverse revenue basis to provide quality services to its residents, businesses and visitors. The major sources of current revenue are the property taxes (21% of all current operating revenue), charges for services such as utility fees (13%) and intergovernmental sources such as liquor and vehicle fuel taxes (14%). In FY 2020-21, the Miscellaneous Revenues category is increasing significantly, by approximately $8.5 million to a total of $23.3 million and 9% of current operating revenue, reflecting anticipated capital donations for the Patricia Reser Center for the Arts.

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

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

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

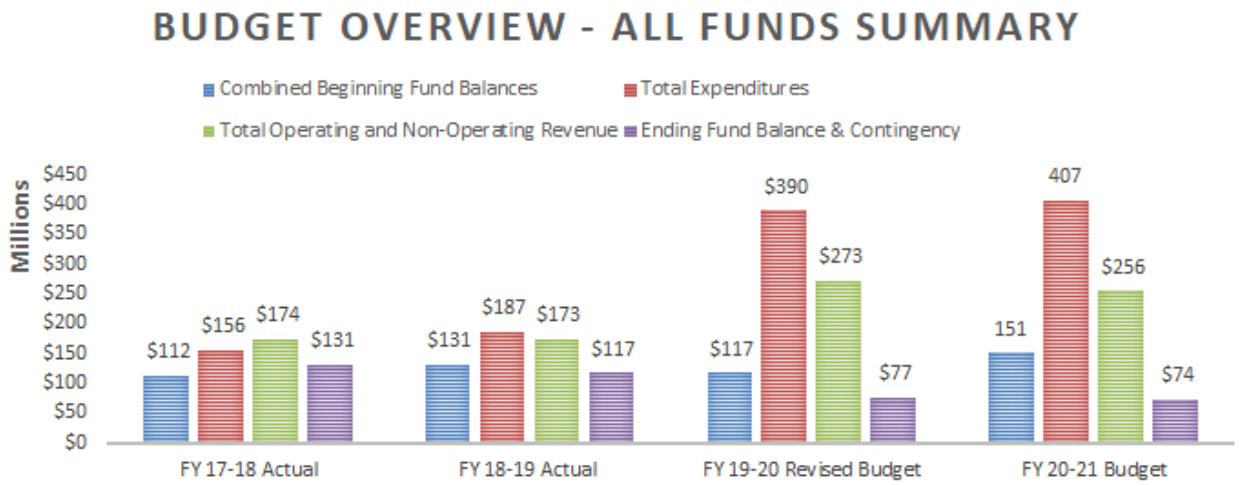
Proposed for the FY 2020-21 budget is a levy rate for operations of $4.2260. When added to the levy for bonded debt of $0.1983, this results in a total tax rate of $4.4243, which is identical to the total tax levy rate in FY 2019-20. The breakdown of the levy components for the current year and the coming year is as follows:

Levy Rate Allocation	FY 2019-20	FY 2020-21	Change
General Fund	**$3.8643**	**$3.8343**	**-$0.0300**
Library	**0.3617**	**0.3917**	**0.0300**
Sub-total Operating Levy	**4.2260**	**4.2260**	**$0.0000**
GO Debt Service - Public Safety	**0.1927**	**0.1983**	**0.0056**
Total City Tax Levy	**$4.4187**	**$4.4243**	**$0.0056**

This $4.2260 tax rate will generate approximately $42,830,213 in net property tax receipts for general government operations allocated to the General Fund and the Library Fund. The City will also receive $2,010,010 for general obligation debt service, resulting in total property tax receipts of $44,840,223. The Beaverton Urban Redevelopment Agency (BURA) is budgeted to receive $4,703,851 from the incremental growth of assessed valuation within the urban renewal district. BURA is a component unit of the City of Beaverton.

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

This graph illustrates the relative size of the major components of the budget combining all the funds into one illustration.



Together with the property taxes discussed above and all other revenue sources, the city's FY 2020-21 budget totals $406,597,106. The significant increase from FY 2019-20 Adopted Budget of $361,286,527 is mostly reflected in the recognition of the proceeds of bond sales and the related capital expenditures. The following table details the major categories of Revenues and Expenditures for the past two fiscal years, the past fiscal year (both budgeted and estimated) and the new fiscal year for both the city and the Beaverton Urban Redevelopment Agency:

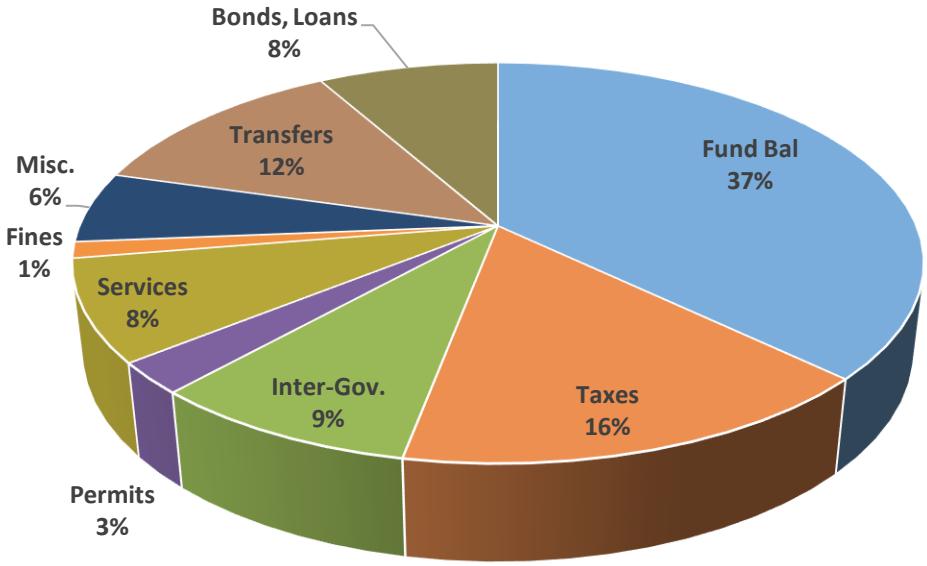
Combined City of Beaverton Revenues, Expenditures and Fund Balances
City and the Urban Redevelopment Agency (BURA)

REVENUES	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Adopted**	**FY 2019-20 Estimated**	**FY 2020-21 Adopted**
Taxes & Franchise/ROW Fees	$56,498,014	$60,656,481	$61,107,769	$62,657,444	$64,371,395
Intergovernmental	18,848,646	21,074,499	27,565,974	26,395,042	35,095,636
Permits and Fees	8,288,871	11,936,024	10,241,550	11,704,160	10,298,725
Charges for Services	34,457,066	37,723,846	43,741,004	30,945,000	33,244,000
Fines and Forfeitures	4,800,749	4,334,455	5,382,216	5,336,442	5,317,442
Interest Inc. & Miscellaneous	6,494,635	7,823,983	14,301,629	16,976,099	23,290,897
Inter-Fund Transfers In	23,120,964	26,751,916	30,181,289	42,249,959	50,791,344
Proceeds From Financing Activities	21,879,201	3,001,333	72,046,084	158,384,002	33,243,302
Subtotal Revenues	$174,388,146	$173,302,537	$264,567,515	$354,648,148	$255,652,741
Beginning Fund Balance or Working Capital	112,336,510	130,864,743	96,719,012	117,098,492	150,944,365
Total City & BURA Revenues and Beginning Fund Balance	$286,724,656	$304,167,281	$361,286,527	471,746,640	406,597,106
EXPENDITURES	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Adopted**	**FY 2019-20 Estimated**	**FY 2020-21 Adopted**
Personnel Services	$66,991,200	$71,855,780	$79,654,805	$77,661,530	$85,501,755
Materials and Services	38,699,384	41,942,639	55,732,677	55,167,109	63,288,309
Capital Outlay	21,153,575	37,796,568	109,147,533	115,212,074	117,500,055
Debt Service	5,894,790	8,721,890	9,258,003	30,511,603	15,998,955
Inter-Fund Transfers Out	23,120,964	26,751,915	30,181,289	42,249,959	50,791,344
Subtotal Expenditures	155,859,913	$187,068,792	$283,974,307	$320,802,275	333,080,418
Ending Fund Balances (Contingency and Ending Working Capital)	130,864,743	117,098,488	77,312,220	150,944,365	73,516,688
Total City & BURA Expenditures and Ending Fund Balances	$286,724,656	$304,167,280	$361,286,527	$471,746,640	$406,597,106

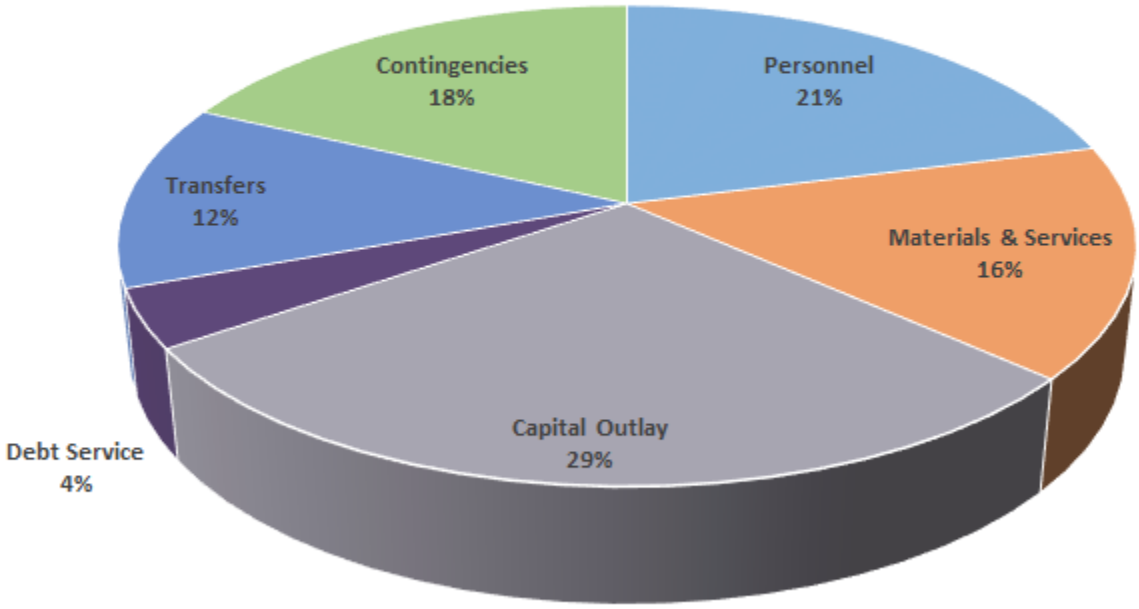
City of Beaverton Revenues, Expenditures and Fund Balances
City and the Urban Redevelopment Agency

REVENUES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Estimated	FY 2020-21 Adopted
City					
Taxes & Franchise/ROW Fees	$53,445,709	$56,978,341	$56,878,949	$58,426,124	$59,667,544
Intergovernmental	18,848,646	21,074,499	27,565,974	26,395,042	35,095,636
Permits and Fees	8,288,871	11,935,618	10,241,550	11,704,160	10,298,725
Charges for Services	34,457,066	37,723,846	43,741,004	30,945,000	33,244,000
Fines and Forfeitures	4,800,749	4,334,455	5,382,216	5,336,442	5,317,442
Interest Inc. & Miscellaneous	6,385,076	7,613,524	13,316,029	15,937,799	23,157,497
Inter-Fund Transfers In	22,254,859	23,586,391	26,245,305	36,613,975	43,625,096
Proceeds Financing Activities	21,152,912		52,272,000	81,909,918	29,243,302
Subtotal Revenues	$169,633,888	$163,246,675	$235,643,027	$267,268,460	$239,649,242
Beginning Fund Balance or Working Capital	109,200,590	126,258,715	93,553,842	112,790,366	112,412,365
Total City Revenues and Beginning Fund Balance	$278,834,478	$289,505,390	$329,196,869	$380,058,826	$352,061,607
BURA					
Division of Taxes	3,052,305	3,678,140	4,228,820	4,231,320	4,703,851
Permits and Fees		406			
Interest Inc. & Miscellaneous	109,559	210,459	985,600	1,038,300	133,400
Inter-Fund Transfers In	866,105	3,165,525	3,935,984	5,635,984	7,166,248
Proceeds Financing Activities	726,289	3,001,332	19,774,084	76,474,084	4,000,000
Subtotal Revenues	$4,754,258	$10,055,862	$28,924,488	$87,379,688	$16,003,499
Beginning Fund Balance or Working Capital	3,135,920	4,606,028	3,165,170	4,308,126	38,532,000
Total BURA Revenues and Beginning Fund Balance	$7,890,178	$14,661,890	$32,089,658	$91,687,814	$54,535,499
Total City & BURA Revenues and Beginning Fund Balance	$286,724,656	$304,167,280	$361,286,527	$471,746,640	$406,597,106
EXPENDITURES	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Adopted**	**FY 2019-20 Estimated**	**FY 2020-21 Adopted**
City					
Personnel Services	$66,991,200	$71,855,780	$79,654,805	$77,661,530	$85,501,755
Materials and Services	37,998,065	41,086,051	53,481,942	53,093,823	60,274,659
Capital Outlay	20,427,285	34,794,831	91,240,599	94,768,614	94,600,055
Debt Service	5,028,685	5,556,365	5,322,019	5,875,619	8,832,707
Inter-Fund Transfers Out	22,130,528	23,422,001	25,878,205	36,246,875	42,527,140
Subtotal Expenditures	$152,575,763	$176,715,028	$255,577,570	$267,646,461	291,736,316
City Ending Fund Balances (Contingency and Ending Working Capital)	126,258,715	112,790,362	73,619,299	112,412,365	60,325,291
Total City Expenditures & Ending Fund Balances	$278,834,478	$289,505,390	$329,196,869	$380,058,826	$352,061,607
BURA					
Materials and Services	$701,319	$856,588	$2,250,735	$2,073,286	$3,013,650
Capital Outlay	726,290	3,001,737	17,906,934	20,443,460	22,900,000
Debt Service	866,105	3,165,525	3,935,984	24,635,984	7,166,248
Inter-Fund Transfers Out	990,436	3,329,914	4,303,084	6,003,084	8,264,204
Subtotal Expenditures	$3,284,150	$10,353,764	$28,396,737	$53,155,814	$41,344,102
Ending Fund Balances (Contingency and Ending Working Capital)	4,606,028	4,308,126	3,692,921	38,532,000	13,191,397
Total BURA Expenditures & Ending Fund Balances	7,890,178	14,661,890	32,089,658	91,687,814	54,535,499
Total City & BURA Expenditures and Ending Fund Balances	$286,724,656	$304,167,280	$361,286,527	$471,746,640	$406,597,106

FY 2020-21 Revenues by Type



FY 2020-21 Expenditures by Type



EXPENDITURE TRENDS

The size of the entire pie has grown over the past few years and there is a shift in relative size of the slices. The recommended budget proposed 5.5 more full-time equivalent (FTE) employees in the FY 2020-21 budget than there were in FY 2019-20 and Personnel Expenses grew more than $4.87 million. During the Budget Committee review process, another net five FTEs were added, for an added personnel expense of $276,159, in recognition of the level of effort to implement a new electronic permitting system. Capital Outlay spending is seeing a shifting of projects, reflecting completion of the Public Safety Center as other projects gear up. Comparing FY 19-20 and FY 20-21, there is a decrease of approximately $16 million. Driving the changes in Capital Outlay expenditures are the projects associated with bond measures: Central Beaverton parking garage, Patricia Reser Center for the Arts and various water system improvements.

The budget for FY 2020-21 compared to FY 2019-20 contains an increase in employee counts. In total, the full time equivalent (FTE) count increases by a net of 10.5 FTE. The budget reflects a citywide FTE count of 622.76. There is also a limited number of position reclassifications reflected in the budget.

The General Fund reflects a net increase of 3.48 FTE positions comprised of a variety of additions and reductions of staff:

- City Attorney - 0.20 FTE Support Specialist
- Finance – (0.20) FTE reduction in Assistant Finance Director positions
- Community Development Department:
    - 1.00 Senior Development Project Manager
    - 1.00 Development Project Coordinator
- Human Resources:
    - 0.48 FTE Human Resources Assistant
    - 1.0 FTE Human Resources Specialist

Changes in FTE in other funds are as follows:

- Lodging Tax Fund – (2.00) FTEs to PRCA
- Street Fund - .50 FTE Public Works Supervisor
- Sewer & Storm Funds - .50 FTE Public Works Supervisor
- Water Fund - 1 FTE Water Distribution Technician 2
- Garage Fund – 1.0 FTE Mechanic
- Information Systems Fund
    - 1.0 FTE Help Desk Supervisor
    - 1.00 FTE Computer Service Technician (matrixed to CDD DRP Project)
    - 2.00 FTE Business Analyst (matrixed to CDD DRP Project)
    - 1.0 FTE Systems Analyst (matrixed to CDD DRP Project)
    - 1.0 FTE Information Services Specialist (matrixed to BPD)

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

Spending in the Materials and Services category adopted for FY 2020-21 are increasing about 12.7% when compared to FY the Adopted Budget for 2019-20. This increase primarily reflects expenditures related to completing the Mary Ann Apartment building, utilizing Metro's Affordable Housing Bonds.

Spending on sanitary sewer and storm water utilities are consistent with previous years. Water system investments continue to be the driver of Capital Outlay expenses. Beaverton joined in the development of a new resource in the Willamette River requiring investments in the raw water intake, treatment, transmission and storage facilities. The city is a junior partner in several related joint ventures where the city's investment will exceed $75 million when completed in a few years. In addition to the facility related bonds described

above, Beaverton also shares in the regional Affordable Housing Bond program and the budget contains $9 million in bond proceeds for the Mary Ann Apartment project with a private developer in the Old Town area.

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

The City's contribution rate for PERS remains the same in FY 2020-21 as in FY 2019-20, as PERS sets its rates for each biennium and FY 2021 is the second year of the biennium. As usual, the PERS contributions appear as a portion of the "Fringe Benefit" account in each respective program budget with Personnel Expenses.

For the fiscal year FY 2020-21, Beginning Working Capital for all funds combined is increasing approximately $54.2 million when compared to that of FY 2019-20 Adopted Budget, from $96.7 million to $151 million, largely due to bond sales in the late spring of 2020 for water system improvements, the Patricia Reser Center for the Arts and the conjoined parking facility. FY 2020-21 begins the year with approximately $151 million in fund balances for all City funds, approximately $255.6 million is projected to be collected in revenue, $333.1 million is budgeted to be expended during the year, leaving approximately $73.5 million at the end of the fiscal year in fund balances across all City funds. About one-third of the $326 million in budgeted expenditures are for capital improvements.

CITY POPULATION

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

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

FINANCIAL REPORTING AWARD

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

DISTINGUISHED BUDGET AWARD

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

RECENT AWARDS

In 2018 Beaverton was named one of the Top 10 Best Places to Raise a Family by Livability.com (3rd place). This follows successive years of similar recognition by MONEY magazine. Mayor Doyle recognized with Bridge Building Award by Bridge Meadows. Bridge Meadows is a unique residential development creating an affordable home for seniors and foster children who benefit from some extra attention and care. Beaverton has a vibrant program supporting the various areas of the community. Two neighborhood associations received awards from Neighborhoods USA. Continuing with Beaverton's past recognition from this organization, the city received two awards from 3CMA for 2018 State of the City video. The video https://www.youtube.com/watch?v=ROF-i-_v6bc has a Star Wars theme featuring wise Mayor Doyle and Billy the Beaver as the Chewbacca character.

CLOSING COMMENTS

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

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

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

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

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

Sincerely,

Denny Doyle, Mayor

Community Vision Targets

	Goals	Community Vision Targets			2021 Priorities		
1	*Preserve and enhance our sense of community*	Foster and promote a common sense of community identity.	Establish and grow Beaverton's identity as a premier destination for arts and culture.				
2	*Continue to plan for, improve, and maintain the City's infrastructure*	Improve traffic flow and maintain a first-class road system.	Make Beaverton pedestrian and bicycle friendly.		Convert city street lights to LED	Develop a policy for the use and management of city-owned properties	Expand the city's sidewalk fund to build new sidewalks, fill in connectivity gaps, and keep sidewalks in good repair
3	*Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations*	Act to reduce homelessness and poverty.	Enhance regional and local transit options and facilities		Implement the Climate Action Plan, including the creation of a Climate Action Advisory Committee	Continue implementation of the Housing Action Plan	Develop a concept for local transit
4	*Manage growth and respond to change consistent with maintaining a livable, full-service city*	Improve "look and feel" citywide.	Promote and facilitate healthy lifestyles and community wellness.	Create a recognizable, vibrant, walkable mixed-use downtown	Develop and implement parking, towing, and traffic policies		
5	*Assure a safe and healthy community.*	Invest in quality care and services for seniors	Be a national leader in sustainable practices and programs.	Create walkable neighborhoods with convenient and safe access to amenities and services.	Promote emergency preparedness at the neighborhood level	Complete policy work on water resources for non-potable uses (purple pipe)	
6	*Provide and support a highly qualified and motivated City workforce.*	Foster a top-tier public education system.	Foster a dynamic, comprehensive workforce development system				
7	*Provide responsive, cost-effective service to the community*	Maintain a safe and resilient community	Preserve and grow the library's role as a diverse community learning center.		Develop a five-year plan for the municipal court		
8	*Use City resources efficiently to ensure long-term financial stability*	Foster a diverse and vibrant economy	Promote healthy, managed growth and development.				

CITY OF BEAVERTON BUDGET MESSAGE
FISCAL YEAR 2020-21
GUIDELINES & SUPPLEMENTARY BUDGET DETAIL

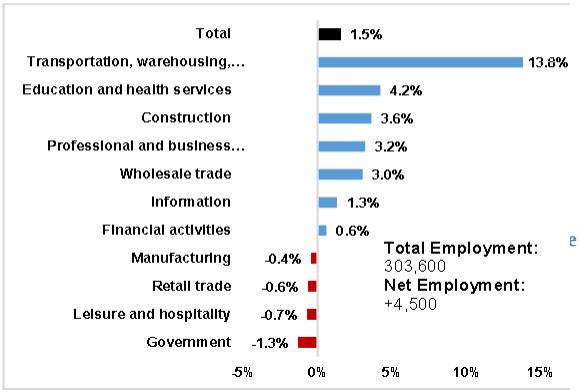
FY 2020-21 BUDGET GUIDELINES

Mayor Doyle and the management team continue monitoring and changing operations through evaluation of revenue streams that are sensitive to current economic conditions; adjusting staffing levels, examining ways to be more efficient and making reductions where appropriate. The level of scrutiny increased for the FY 2020-21 budget as the staff were tasked with identifying resources that could be redeployed toward assisting businesses and residents affected by the novel coronavirus pandemic and the resulting disease of COVID-19. The analysis also reflected adjustments to future revenue streams which might not perform in their normal means because of potential economic slowdowns. Much of the work is based on the recent experience with the Great Recession a decade ago. During the budget building process about $6 million in expenses were eliminated or offset, mostly in the category of outlays for Materials and Services, with the goal of preserving reserves.

Staff have evaluated processes, eliminated duplication and reduced the costs of providing services to the public while maintaining quality service. The following themes reflect the determination to develop the productivity of the City's excellent work force, encourage operational improvements and operate efficiently within our budget constraints.

Local Beaverton Area Economy: Being "Open for Business" is working, despite the response to COVID-19. A variety of indicators demonstrate that Beaverton's economy is strong. At the time the FY21 budget was developed, the Nike and Intel expansions around Washington County, exceeded expectations for employment and capital investment. The February 2020 unemployment rate in the county is 2.9%. Recent data shows that the county's job growth out-paced the other two counties to lead the region and the state. The accompanying graph illustrates job growth over the past year in most sectors as of January 2020.

Transportation, Warehousing, and Utilities Reversed Course From Last Month and Now Leads Employment Growth
January 2019 to January 2020, percentage change



Modernizing the Development Review Process (DRP) is a multi-year major initiative for the city. The Community Development Department has created the ability for contractors, developers or any property owner to submit an on-line application for almost any phase of the development process, along with plan documents. The DRP project team is now implementing an integrated software application for the entire development permit process including on-line payments and more sophisticated document archiving and retrieval of permit data. The responses from members of the development community has been extremely positive as they see significant improvements in the efficiency of the process. Even without the full new software, electronic permitting processes are being used during city building closure during the COVID-19 crisis.

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 are expected to begin in the spring of 2020 and continue through FY 20-21 in the following areas: South Cooper Mountain; Murray and TV Highway; Murray and Hwy 26 and The MaryAnn Apartments near Beaverton High School. New permit activity in FY 20-21 has applications or anticipated submittals for such projects

as: Scholls Apartments, Scholls Ferry & Barrows Apartments, Baseline & 170th Apartments, The Ridge Apartments, Hall Multi-family, Allen Apartments and others.

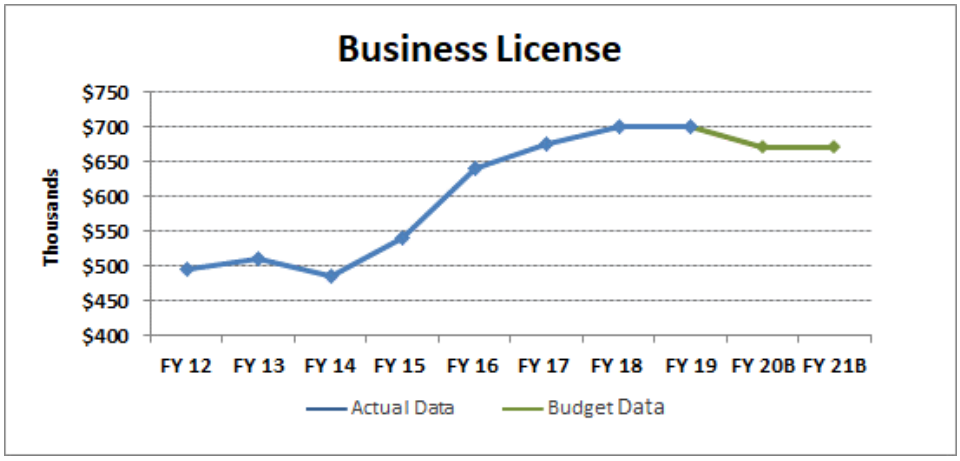
Commercial development is expected to continue at a strong pace for the remainder of FY 19-20 and into FY20-21. New commercial permit activity in FY 20-21 include a new fitness and tennis center and associated parking structure, a new memory care center, retail mixed use at South Cooper mountain, hotel at Timberland and more new lease-space buildings in the Cedar Hills Crossing project.

Budgets based on development activity utilized these values for their revenue projections:

- 200 single family units
- 747 multifamily units
- 10 commercial buildings

All of these speak to Beaverton's growth as a regional attraction. Central Beaverton and the greater downtown area has also developed a reputation for great food with more than 50 independently owned restaurants, including several new restaurants that opened in 2019 and 2020 alone. The City supported restaurants and other businesses with storefront grants and tenant improvement dollars; place-making grants brought attention and people downtown. The City's Urban Renewal program, Beaverton Urban Redevelopment Agency (BURA), is becoming a major player with real estate development inside its 997-acre district. BURA expanded its property holdings in the block between Canyon Road and Millikan Way astride Beaverdam Road with acquisition of the Adelphos Holdings/Best HQ property to provide more than 2 acres for redevelopment. BURA also acquired a vacant parcel on SW Broadway St at SW East Avenue for a park (as an interim use) and the former Beaverton Bank building at Farmington Road and Watson Avenue. That building was sold for redevelopment. An additional block of parcels west of Rose Biggi Avenue were acquired for redevelopment. Two distinct development teams are currently engaged with BURA on plans for constructing new mixed use development at an urban scale.

The graph below illustrates the trend of business license fees for 10 years. Revenue for FY 2020-21 are budgeted at the same level as FY 2019-20, but will be monitored carefully due to concern that some businesses will may not survive closures required to contain the coronavirus pandemic. An increase in the base rate began in calendar year 2016. The data for FY 2019-20 and FY 2020-21 reflect budgeted values (B) in this and the other graphs.

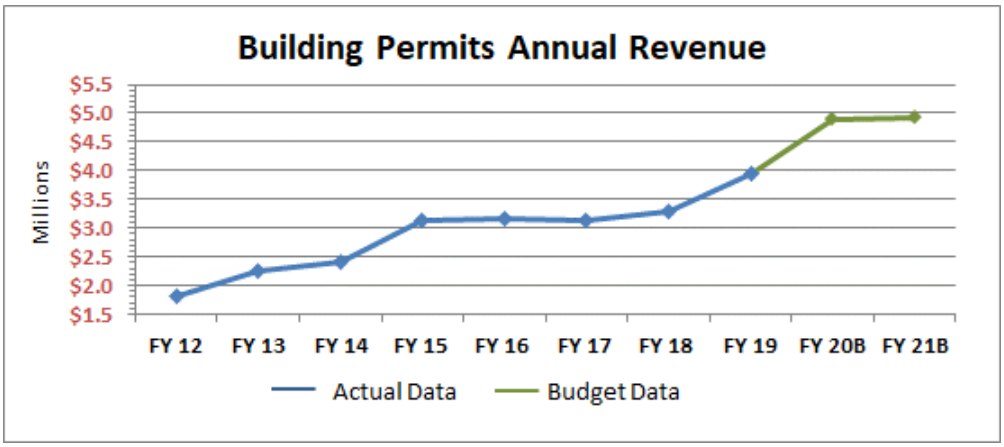


Nationally and in Oregon, there are long-term positive economic trends, but the estimates are somewhat buffered by the coronavirus pandemic. Corporate, personal, lottery and estate tax revenues will slide in the near term, while marijuana and liquor revenue continue to trend upward, statewide. The State Economist Office provide new trend projections several times each year and those will be closely tracked. For these reasons, any local forecasting seems speculative at this point.

The State's economist staff suggests that the housing supply and affordability challenges truly are statewide issues. The increase in new construction activity in recent years has barely kept pace with the increase in population growth.

A market imbalance remains. That said, Portland is rebalancing and the supply of new apartments is beginning to hold down rents. However these trends are not yet seen elsewhere in the state. Over the next couple of years, with a little more new construction, and slowing population gains, such trends should become evident in other markets, but we are not quite there yet. The concern for the affordability of home ownership, rental rate hikes and increasing prevalence of homelessness are reflected in the city council priorities for this coming year's budget.

Beaverton has seen the volume of building permits increasing due to the annexation of the land in South Cooper Mountain. The following graph shows Building Fund permit revenues over the past 10 fiscal years.



The larger magnitude of development activity in recent years is expected to continue. Building Permit revenue is recorded in the Building Fund. That Fund shows steady increases and FY 19-20 revenue projections are expected to reach just under $4.4 million. The expected value of new building construction is more than $285 million.

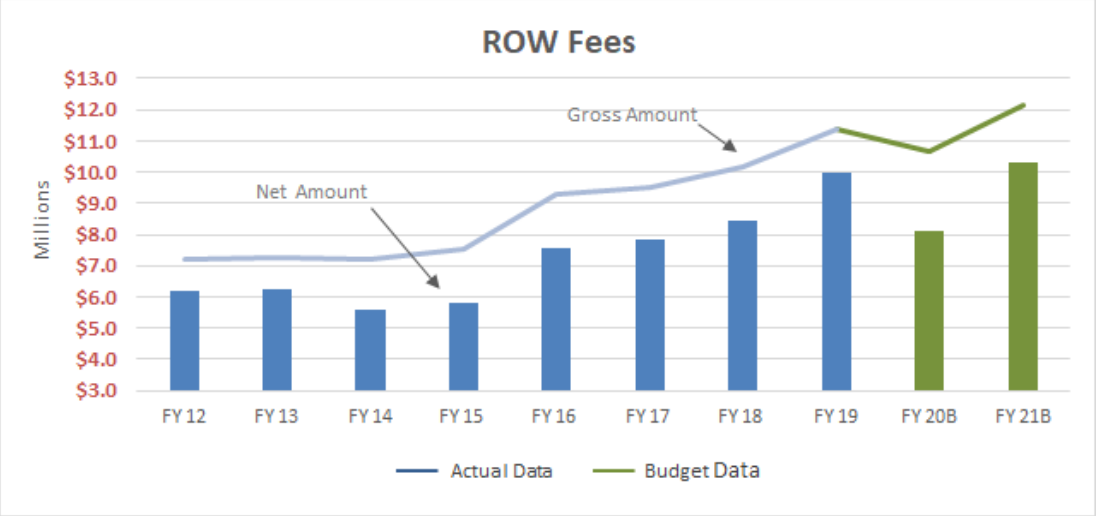
Fiscal Year	Building Permit Revenue
2015-16	3,150,874
2016 -17	3,142,805
2017 -18	3,299,994
2018-19	3,943,370
2019-20 Budgeted	4,883,125
2020-21 Budgeted	$4,927,125

City Revenues: The revenue projections for the budget year were compiled through a process of careful evaluation that ensures that every possible source for revenue is considered. The property tax levy rate for general operations is $4.23 per thousand dollars of assessed valuation (AV). The rate should generate $42,830,213 in net property tax receipts based upon an estimated assessed valuation of $11.0 billion. The $4.2260 tax rate is 93% of the City's $4.6180 permanent rate tax authority. The increment between the levy of $4.2260 and the $4.6180 permanent rate is $0.3920, and when applied to the estimated assessed valuation, it would produce an additional $4.18 million dollars in property tax revenues. This additional unused tax authority provides the City with sufficient resources to meet future needs.

Right of Way (ROW) fees are charged to utility providers (electric, natural gas, telephone, telecom, cable TV, solid waste/recycling collectors, water, sewer and storm) for use of the City's public right of way. The revenue stream shows an increase projected for FY 2020-21 due to a combination of new development, rate changes, and population increases.

The city uses portions of its ROW fees for street maintenance, street lighting and for debt service in the fund that repays the Special Revenue bonds for several capital improvements. The single trend line shown below represents the gross amount of ROW fees collected with the bars representing the net amount of franchise fees retained by the

General Fund after transferring portions to the Street Fund and the Special Revenue Debt Service Fund. The dip seen in the graph below is due to difference in measurement focus – FY19, in blue, displays the year-end actual information, whereas FY20 and FY21, in green, display the budgetary information.



The revenue trends across all funds are mostly positive despite the impact of COVID-19. The continued strong housing market and vibrant economy in a county known as the "economic engine of Oregon" provides a strong basis for these trends. Standard and Poor's recognized those trends as they affirmed the City's AA+ General Obligation (GO) bond rating during the past year. These are significant years for income for development related revenue sources such as Planning and Annexation Fees, building permits and the other system development charges. The pace of development in the South Cooper Mountain area (approximately 2700 homes) and in downtown should carry forward at least beyond FY 2020-21. These assumptions are based a continued strong state, national and international economy as Oregon and the Beaverton area depend on exporting many manufactured goods.

Public Safety: The budget provides funding to maintain 141 sworn police officer positions to maintain a healthy ratio of 1.44 officers per 1,000 of population. The Police Department budget is $36.7 million. That is 41% of the General Fund's appropriations and 23% of the citywide overall personnel services and materials and services budgets.

The City's **Library Fund** receives property tax revenues from City taxpayers, the Washington County Cooperative Library System's (WCCLS) local option levy distributed through Washington County, and from Washington County's General Fund. Property taxes from Washington County, including WCCLS, is estimated to provide $6.2 million, or about 60% of the operating revenues for the City's Library in FY 2020-21. City property taxes make up just under $4 million of the Library Fund's revenues for FY 2020-21, or 39%, and other revenues such as interest and fines account for about 2%, or $209,400. FY 2020-21 property tax revenues are budgeted approximately 6% higher than in FY 2019-20, a difference of about $583,000.

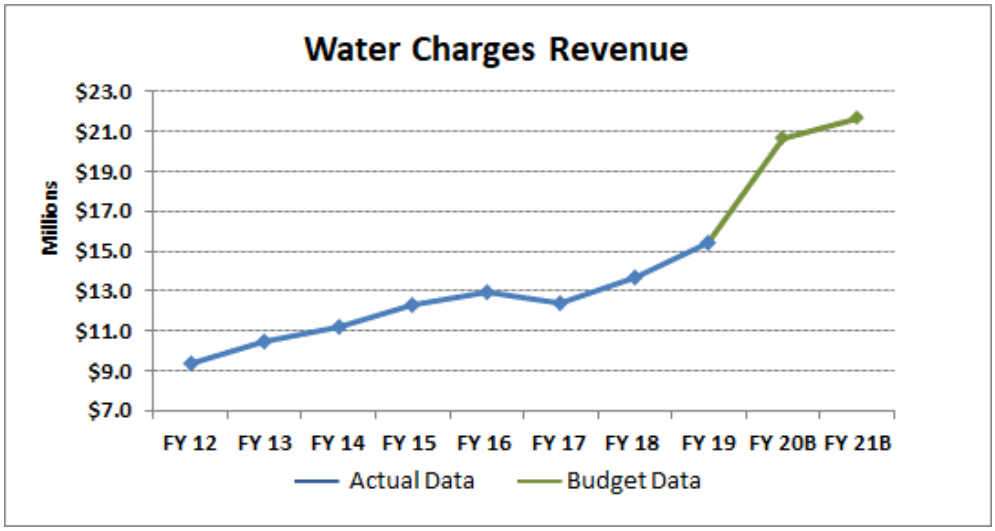
The **Street Lighting Fund** was terminated in FY 2019-20 and became a program within the Street Fund. Instead of receiving an allocation of property taxes, an equivalent amount of ROW fees is transferred to the Street Fund. The General Fund will retain the amount of property taxes historically (circa 1949) levied for street lighting. The use of ROW fees for street lighting reinforces the relationship between the fees paid for use of the ROW by utilities and the benefit of lighting.

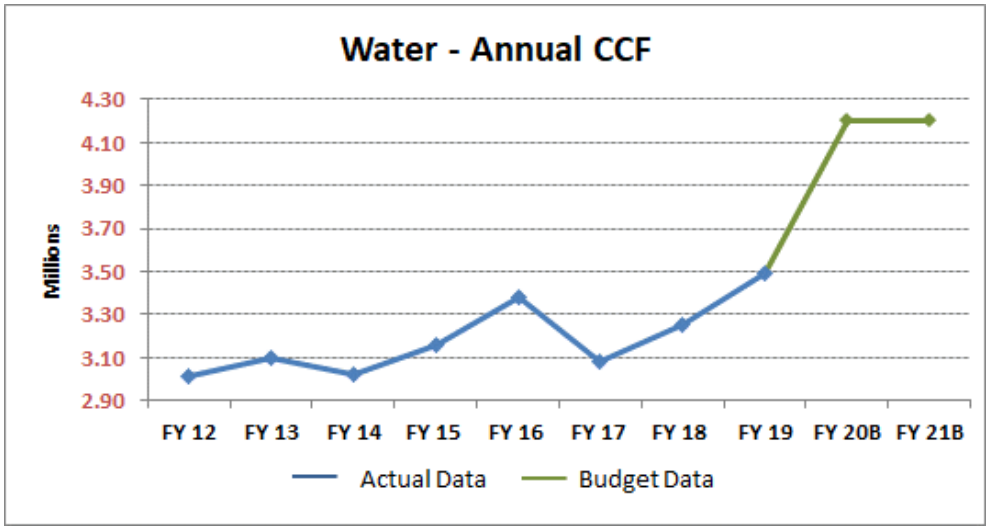
The City's budget process focuses much attention on the tax-supported funds. However, the process also provides full review and approval for a variety of other funds. The Enterprise Funds are business-type activities funded by user fees, charges for services, and other restricted revenues. Staff carefully review the Enterprise Funds (water, sewer and storm drain) relating to their overhead costs, fees and rates and the need to restructure rates if needed. The regional wastewater agency, Clean Water Services (CWS), is the primary, but not exclusive, determiner of rates for stormwater and sewer service. Their long range forecast shows a steady 3-3.5% increase in service rates

for the future. These are charged against a growing residential, commercial and industrial base of customers. CWS has deferred its annual rate increase for FY 2020-21 due to concerns of a slowing economy due to the pandemic.

Since FY 2017-18, the **Water Fund** has benefited from a pattern of annual rate increases. In FY 2019-20, the consumption rate increased by 40¢ to $3.57 per 100 cubic feet of water and the base rate increases by $1.00 to $16.00 per month for the standard residential meter effective July 1, 2019. 100 cubic feet of water is equal to 1 CCF and one CCF is equivalent to 748 gallons. For FY 2020-21 a rate increase of 66¢ is deferred until December 1, 2020, plus another $1.00 per month on the standard residential meter, and a proportional increase on larger meters. Of the 66¢ increase in the usage rate, 56¢ is dedicated to support the debt service on a new $33 million water revenue bond issue sold in April 2020, and to support anticipated loans from both the State for the North Transmission Intertie project and the Federal government through the WIFIA program (Water Infrastructure Finance and Innovation Act). There will likely be increases in the future to assure compliance with debt service covenants as well as meeting operational and capital investment needs.

The following graphs illustrate the trends of steady revenue and consumption increases; the significant increase from FY19 to FY20 is due to withdrawing approximately 4,300 water accounts from Tualatin Valley Water District.





The activities of the **Beaverton Urban Development Agency (BURA)** are funded by property taxes collected within the boundaries on the growth of assessed valuation since creation in 2011. The district's AV has grown by

more than $332 million over the base year, frozen valuation due to new substantial new construction of commercial and residential uses. This is an increase 42.5% from the base year. This table illustrates the change in AV and tax increment.

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)	$782,261,672						
FY 2012-13	$788,610,799	$6,349,127	0.8%	$6,349,127	0.8%	$86,881	$86,881
FY 2013-14	$800,929,828	$12,319,029	1.6%	$18,668,156	2.4%	$285,134	$372,015
FY 2014-15	$833,269,953	$32,340,125	4.0%	$51,008,281	6.5%	$770,852	$1,142,867
FY 2015-16	$884,701,194	$51,431,241	6.2%	$102,439,522	13.1%	$1,495,236	$2,638,103
FY 2016-17	$921,495,446	$36,794,252	4.2%	$139,233,774	17.8%	$2,025,052	$4,663,155
FY 2017-18	$988,802,749	$67,307,303	7.3%	$206,541,077	26.4%	$3,050,549	$7,713,704
FY 2018-19	$1,033,399,867	$44,597,118	4.5%	$251,138,195	32.1%	$3,655,371	$11,369,075
FY 2019-20	$1,071,365,649	$37,965,782	3.7%	$289,103,977	37.0%	$4,117,576	$15,486,651
FY 2020-21 B	$1,114,431,548	$43,068,899	4.0%	$332,172,876	42.5%	$4,684,351	$16,053,426

For the period 2017-2020, BURA used a combination of internal, short-term borrowing from the city (a.k.a. "day-light" loans) and a Special Revenue Bond which functioned as a Line of Credit. FY 2019-20 was a period for the construction of the Central Beaverton parking garage (350 spaces) as well as property acquisition and development incentives, both resources were used. This has led to exhaustion of the Line-of-Credit and the issuance of a Special Revenue bond in June 2020. The new bond issue will refund the Line-of-Credit, pay for completion of the parking garage and be available for many years of property acquisition, public improvements, development incentives and other activities related to the goals of the urban renewal plan.

A structural change in the BURA funds for FY 19-20 reflects the maturity of the agency, the increasing complexity of its projects and a desire to optimize the uses of a growing amount of tax increment flowing to the agency. The change will shift the various development incentives (i.e. storefront improvements, pre-development assistance) from BURA's General Fund to a new Programs and Activities Fund so that those services and incentives can be funding by borrowed funds, in compliance with Oregon's Urban Renewal statutes (ORS 457).

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

The budget reflects step increases, several reclassifications of positions, a cost-of-living adjustments of 2.6%, increases in PERS and health/dental costs. Management employees began participation in a Voluntary Employee Beneficiary Association (VEBA) plan beginning in FY 2019-20. SEIU and BPA have participated in similar plans for several years.

Staffing Additions and Reductions:

The budget for FY 2020-21 compared to FY 2019-20 contains an increase in employee counts. In total, the full time equivalent (FTE) count increases by a net of 10.5 FTE. The budget reflects a citywide FTE count of 622.76. There is also a limited number of position reclassifications reflected in the budget.

The General Fund reflects a net increase of 3.48 FTE positions comprised of a variety of additions and reductions of staff:

- City Attorney - 0.20 FTE Support Specialist
- Finance – (0.20) FTE reduction in Assistant Finance Director position
- Community Development Department:
    - 1.00 Senior Development Project Manager
    - 1.00 Development Project Coordinator
- Human Resources:
    - 0.48 FTE Human Resources Assistant
    - 1.0 FTE Human Resources Specialist

Changes in FTE in other funds are as follows:

- Lodging Tax Fund – (2.00) FTEs to PRCA
- Street Fund - .50 FTE Public Works Supervisor
- Sewer & Storm Funds - .50 FTE Public Works Supervisor
- Water Fund - 1 FTE Water Distribution Technician 2
- Garage Fund – 1.0 FTE Mechanic
- Information Systems Fund
    - 1.0 FTE Help Desk Supervisor
    - 1.00 FTE Computer Service Technician (matrixed to CDD DRP Project)
    - 2.00 FTE Business Analyst (matrixed to CDD DRP Project)
    - 1.0 FTE Systems Analyst (matrixed to CDD DRP Project)
    - 1.0 FTE Information Services Specialist (matrixed to BPD)

Public Employees Retirement System: The City, together with most public employers in Oregon, participates in the Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP).

In FY 2004-05, the City began the practice of charging additional amounts over the required contribution rates. With the significant swings in the City's actuarial accrued liability (both surpluses and deficits as illustrated in the following table), the City's PERS reserve account can be used as a resource to pay down future deficits or be re-allocated back to the operating funds that made the original contributions. The practice of contributing to a rate-stabilization method provides a "shock-absorber" for future changes. As can be seen in the following table, the net unfunded actuarial accrued liability fluctuates from year to year.

Historical Actuarial Valuations

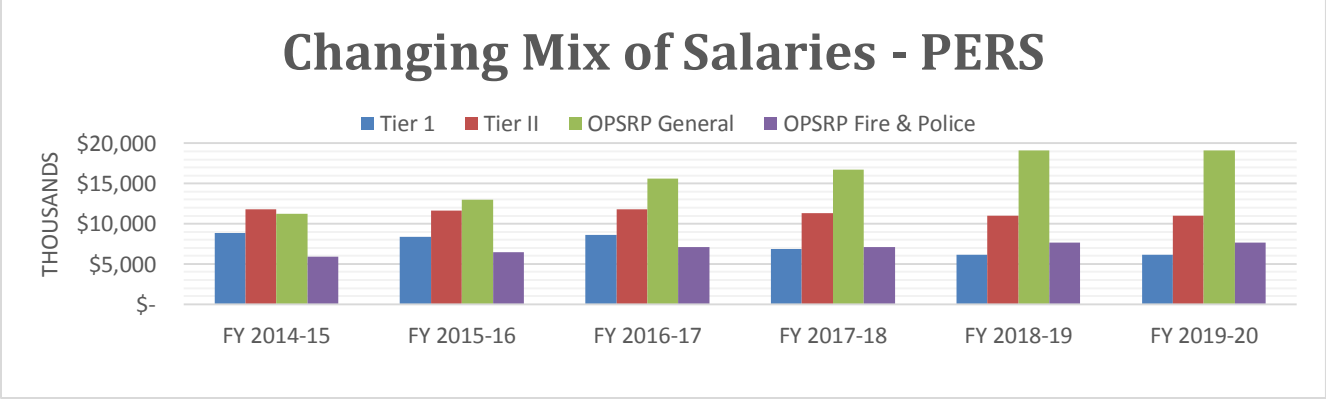
Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability	(Unfunded) Over Funded Actuarial Accrued Liability	Funded Ratio	Covered Payroll	(Unfunded)/Over funded Actuarial Accrued Liability as a % of Covered Payroll
12/31/04[1]	$120,361,263	$130,068,606	$(9,707,343)	93%	$25,806,789	(38)%
12/31/05	135,827,667	136,633,049	(805,383)	99%	25,202,309	(3)%
12/31/06 [1]	152,481,527	142,451,626	10,029,901	107%	25,678,994	39%
12/31/07	163,532,200	150,054,556	13,477,644	109%	26,663,695	51%
12/31/08[1]	124,870,860	156,712,907	(31,842,047)	80%	28,710,908	(111)%
12/31/09	141,726,062	165,397,635	(23,671,573)	86%	31,185,880	(76)%
12/31/10[1]	152,182,765	174,931,684	(22,748,919)	87%	32,532,597	(70)%
12/31/11	146,862,259	181,185,933	(34,323,674)	81%	32,648,286	105%
12/31/12[1]	159,589,702	181,388,229	(21,798,527)	88%	34,468,039	63%
12/31/13	174,455,205	191,831,494	(17,376,289)	91%	36,355,074	48%
12/31/14[1]	179,125,005	228,148,252	(49,023,247)	79%	36,862,844	(133%)
12/31/15	172,778,254	240,245,999	(67,467,745)	72%	38,014,220	(177%)
12/31/16[1]	176,837,903	256,068,508	(79,230,605)	69%	40,217,514	(197%)
12/31/17	194,284,295	266,636,590	(72,352,295)	73%	40,642,988	(178%)
12/31/18[1]	181,410,114	274,479,315	(93,069,201)	66%	41,955,794	(222%)

1. Interim Valuations

Every two years, the PERS board conducts an actuarial valuation of the PERS system that is used to set the contribution rates for the next two-year period. PERS performed the actuarial evaluation for the period ending December 31, 2017 and the results were completed in September 2018. This evaluation established the City's PERS funding rates for the ensuing biennium, which is July 1, 2019 through June 30, 2021 (FY 2019-20 and FY 2020-21).

Approximately 39% of current employees are in PERS Tier 1 or Tier 2 classes and the balance are in OPSRP. The chart below illustrates how that mix is changing with retirements of veteran employees. For the City, PERS has established required contribution rates of 27.45% for PERS Employees, 18.45% OPSRP General Employees and 23.08% for OPSRP Police Employees, including the employee contribution paid by the City. This is an average increase of PERS rates of 2.86% over the previous biennium period (FY 2017-18 to FY 2017-19). The recent earnings levels of the stock market and other investments utilized by PERS further impact a recent Oregon Supreme Court decision that reverses most of the reform efforts of the 2013 Legislature and is contributing to projections of substantially higher rates for the next biennium (FY 2019-20 and FY 2020-21).

The city maintains approximately $4.2 million in a PERS rate stabilization reserve that is available to assist with future PERS contribution rate increases. PERS reform continues to be an important topic of the Oregon legislature, stakeholders and governor.



Service Enhancements: There are consistent pressures to increase and enhance services reflected in the priorities of the Mayor and City Council which are driving budget allocations. The City's capacity to respond to development activity by the private sector, public agencies and other investments is critical. The strategic expansion of staff including development plan review, permit issuance, project management skills and field inspection personnel continues in the coming years. After developing the preferred method for electronic plan submittals, the entire development team is involved in implementing a new electronic plans submittal and review software. At the same time, extensive efforts at asset management are yielding substantial benefits for managers. This effort is aided by field usage of tablets, laptops and other mobile devices to record and view data or maps. This investment in a competent and talented staff, operating within a more efficient system, should pay off in fulfilling the pledge that Beaverton is "Open for Business."

Equipment Replacement and Upgrades: It is important that the City make careful decisions about replacing or upgrading equipment. Equipment is replaced or upgraded to take advantage of new technology as a measure to ensure that employees have safe and adequate tools and equipment to provide services to the public. The objective for upgrading and replacing equipment is normal replacement as equipment completes its useful life or additions of new technology. Many programs or funds have an equipment replacement reserve which may partially offset the expense of a new vehicle. In a policy change, the definition of a fixed asset sets a minimum of $10,000 instead of $5000, so some items or equipment previously showing as a capital outlay are now merely operating equipment (i.e. riding mower).

The FY 2020-21 budget includes the following vehicle and major equipment purchases:

- 1 replacement landscape duty trailer
- Additional Caterpillar loader
- Replace 12 yard dump truck
- 1 new enclosed trailer
- 1 John Deere Large Loader
- Replace light duty trailer
- Replacing aging telemetry equipment for water system - 4 sites
- Acquire closed caption tv transporter for sewer lines
- Replace 8 patrol vehicles and 2 police motorcycles
- Replace the K9 vehicle
- Purchase fuel management system and replace outdated fuel card reader system
- Enhance wireless network for Public Works

Insurance Programs: The City's insurance programs consist of General Liability, Property Coverage, Workers' Compensation, Unemployment and Medical/Dental. The programs are funded through charges to the operating funds as part of the payroll system or through inter-fund transfers. General liability insurance and property insurance rates/coverage are consistent with market trends. The Risk Management Committee annually recommends appropriate reserve levels for the various insurance programs and funding requirements for the budget.

As with any employer, much of the focus is on health and dental insurance programs. Budgeting for health care continues to be challenging. However, recent changes in plan design, the impact of wellness programs and incentives for employees to change to lower cost plans or opt out are holding down rate increases. None of the union groups remain on the lower deductible, preferred provider plans. For FY 2020-21, the Kaiser medical plan is slated to increase by 11.8%, the Kaiser dental plan by 4.8%, while the MODA plans do not have a planned increase.

Worker's Compensation expenses have re-stabilized at a much lower level than experienced a few years ago. This is a self-funded program and it is expected that an appropriation of $150,000 to meet claims is sufficient for FY 2020-21. The self-funded unemployment insurance program enjoyed several years with a sufficient fund balance so that no additional appropriations were required. In FY 2020-21, $60,000 has been budgeted for claims.

Staff Training: Competition for employee recruitment and retention is significant and the Organization Development staff continues to be push out training and professional development offerings designed to "grow"

the skills of employees and help them succeed. The leadership training program is anchored in the Leadership Lab, a five-day experiential leadership development workshop. Department heads also identified and sent a four-person cohort to Advanced Leadership, which targets critical organizational leaders, and provides sophisticated tools to support managers in motivating teams and individuals to meet performance goals and operating results. As a means of identifying and working with prospective leaders a Leadership Development Program curriculum was developed. City of Beaverton University (COBU) was launched in December of 2018 with input from Department Heads and Senior Managers. The Leadership Development Program curriculum provides our leaders with courses and workshops designed to hone their Knowledge, Skills and Abilities (KSAs) related to the core competencies outlined in the Beaverton Competency Process.

Mandatory training is offered in the areas of workplace harassment and whistleblower protections, substance abuse training and diversity and equity on a regular basis. The City also offers a popular tuition reimbursement program for those seeking college level training in areas related to their duties.

SUPPLEMENTARY BUDGET DETAIL

The Finance Department has prepared the following detail regarding the budget. This provides a more comprehensive description of the financial condition of the City and areas of interest in the budget. The City budgets for all funds that are subject to the requirements of state law. The category totals of personnel services, materials and services, capital outlay and other expenditures by department are the legal level of budgetary control for the General Fund. For all other funds, the legal level of budgetary control is at the total category level by fund. In addition to presenting the budget to meet legal requirements, City departments present their budget goals and objectives that are measurable and directly related to providing City services. The FY 2020-21 City budget totals $352,061,607 that includes fund contingencies and reserves totaling $60,325,291. The Beaverton Urban Redevelopment Agency's budget is $54,535,499.

The budget will require a **total imposed property tax levy of $47,200,235** allocated as follows:

	Imposed Tax Levies	Less Provision For Discounts, Non-Collections	Estimated Net Tax Receipts	Property Tax Rate
General Fund	$41,225,697	$2,061,285	$39,164,412	$3.8343
Library Fund	3,858,738	192,937	3,665,801	0.3917
Subtotal Levy Within the Permanent Tax Rate	$45,084,435	$2,254,222	$42,830,213	$4.2260
General Obligation Debt Levy	2,115,800	105,790	2,010,010	0.1983
Total Property Tax Levy	$47,200,235	$2,360,012	$44,840,223	$4.4243

The General and Library property tax levies are subject to the property tax limitation (Measure 5) contained in Article XI Section 11b of the Oregon Constitution as amended.

The estimated City's assessed valuation for tax purposes, not including the Urban Renewal Division of Tax is $10,668,242,000. The tax rate formula is:

Total taxes subject to collection of $47,200,235 divided by the estimated assessed valuation for property tax purposes of $10,668,242,000 multiplied by $1,000

The **General Fund's revenue** for FY 2020-21 is budgeted at $73,537,361 in current revenues and $15,483,943 in beginning fund balance for a combined $89,021,304 in available resources. Property tax revenue totals $39,160,368 and this amount represents 53% of the General Fund's current revenues. Right Of Way (ROW) Fees - a.k.a. Franchise Fees (telephone, telecom, electric, gas, water, sewer, storm, and refuse) account for $10,296,387 or 14.0% of the General Fund's current revenues. State shared revenue, comprised of the City's share of marijuana, cigarette and liquor taxes, account for $3,323,000 or 4.5% of the current General Fund revenue. Permit fees, including those

for site development and land use, are budgeted at $1,641,600, or 2.2% of current General fund revenue. Court fines for running red lights, speeding and parking tickets account for 7.1% of current General Fund revenues, budgeted at $5,252,442. Other City funds make use of General Fund services such as payroll, and in total transfer $6,831,087 to the General Fund, 9.3% of the total. Federal Grant revenues total $417,135 and fund specific programs or activities.

The primary characteristics of the General Fund for FY 2020-21 are as follows:

GENERAL FUND	FY 2019-20	% of Total General Fund
Current Revenue	$73,537,361	82.6%
Beginning Fund Balance	$15,483,943	17.4%
Total Revenues	$89,021,304	100.0%
Property Taxes	$39,160,368	53.3%
ROW Fees	$10,290,387	14.0%
State Shared Revenue	$3,323,000	4.5%
Permit Fees	$1,641,600	2.2%
Court Fines	$5,252,442	7.1%
Transfers	$6,831,087	9.3%
Current Expenditures	$74,565,559	91.1%
Contingencies and Reserves	7,324,689	8.9%
Total Budget	$81,890,248	100.0%
Personnel Services	$50,875,518	62.1%
Police Services	$34,216,854	41.8%
Capital Outlay	$1,545,300	0.2%

General Fund's expenditures for FY 2020-21 consist of $80,081,806 in current expenditures and $8,939,498 in contingencies and reserves. Salary, payroll taxes and fringe benefits total $55,557,340 representing 69.4% of the General Fund's current expenditures. The General Fund's largest program is police services with a total appropriation of $36,769,003 (45.9% of the current expenditures). The General Fund's capital outlay budget totals $1,594,975 of which the major items are for construction of an extension of the heating and cooling district to the Center for the Arts, replacing police vehicles, and software systems for Community Development permits and plans.

The **Street Fund's** budget reflects a decrease of $1.4 million when comparing FY 2019-20 to FY 2020-21. This decline is due to expected revenue decreases due to the coronavirus pandemic. Due to the pandemic and stay-at-home orders by the Governor, workplaces largely shifted to remote work, drastically reducing the number of miles driven, and therefore less fuel used, which translates into less gas tax revenues for the City. To balance to declining revenues, the Street Maintenance budget was reduced. Materials and Services were reduced approximately $473,000, in the areas of retrofitting ADA ramps, street maintenance and arterial reconstruction. Additionally, the transfer to capital projects was reduced, and contingency for street maintenance was reduced. Urban Forestry removed one-time funding from FY 2019-20 for vehicle purchases. However, some of these decreases are offset by an increase in one-time funding for retrofitting street lighting to replace high pressure sodium fixtures to LED.

The statewide gas tax is based on steady gas tax rate increases and increases in vehicle registration until at least FY 2023-24. The fund's revenue for FY 2020-21 is budgeted at $10,540,913 in current revenues and $3,492,411 in beginning fund balance for a combined total of $14,033,324 in available resources. The revenue coming from the state gas tax is anticipated to be $6.46 million, a decrease of $924,000, or 12.5%, when compared to FY 2019-20, due to decreased traffic volume as people stay home to help stop the spread of COVID-19.

The fund's expenditures consist of $11,820,363 in operating expenditures, which includes $2,713,000 in street repair expense (overlays/ramps/sidewalks), $902,450 in capital outlay (vehicles, equipment, improvements), and a $717,600 transfer to the Capital Project Fund for street construction. The fund is projected to have an ending fund balance of $2,212,961 by fiscal year end. Salary, payroll taxes and fringe benefits costs total $3,435,915

representing approximately 29.1% of the Street Fund's operating expenditures. The Street Fund's operating contingency represents 15.8% of the Fund's total appropriations, which is available for emergency street expenditures.

A new Public Works supervisor position was added to the budget, half of which is allocated to the Street Maintenance Program. The primary characteristics of the Street Fund for FY 2019-20 are as follows:

STREET FUND	FY 2019-20	% of Total Street Fund
Current Revenue	$10,540,913	75.1%
Beginning Fund Balance	3,492,411	24.9%
Total Revenues	$14,033,324	100.0%
Gas Tax/Vehicle Reg. Revenues	$8,479,000	60.4%
ROW Fees Transfer	1,865,013	13.3%
Operating Expenditures	$11,820,363	84.2%
Contingencies and Reserves	2,212,961	15.8%
Total Budget	$14,033,324	100.0%
Personnel Services	$3,435,915	21.9%
Street Repair Expense	$2,713,000	19.3%
Capital Outlay	$902,450	6.4%
Transfers	$717,600	5.1%

The **Building Fund's** budget reflects an increase in development and construction activity. The fund's revenue for FY 2020-21 is budgeted at $5,058,925 in current revenues and $1,217,115 in beginning fund balance for a combined total of $6,276,040 in available resources. The fund's expenditures for FY 2020-21 consist of $5,128,876 in operating expenditures and $1,147,164 in contingency. Salary, payroll taxes and fringe benefits are budgeted at $3,487,566, representing approximately 55.6% of the Building Fund's total, and the contingency represents 18.3% of total fund appropriations.

The primary characteristics of the Building Fund for FY 2019-20 are as follows:

BUILDING FUND	FY 2019-20	% of Total Building Fund
Current Revenue	$5,058,925	80.6%
Beginning Fund Balance	$1,217,115	19.4%
Total Revenues	$6,276,040	100.0%
Operating Expenditures	$5,128,876	81.7%
Contingency	$1,147,164	18.3%
Total Budget	$6,491,166	100.0%
Personnel Services	$3,487,566	55.6%

The **Capital Projects Fund** provides for improvements to the City's street and transportation system, and it includes appropriations for FY 2020-21 projects that are included in the City's Five-Year (FY 2020-21 through FY 2024-25) Capital Improvements Program (CIP). Transfers from the General Fund, Street Fund, Storm Drain Fund and the Traffic Development Tax Fund along with Federal/State grants and Metro programs, provide the funding for the street and transportation construction projects. The FY 2020-21 CIP includes appropriations for the following street projects:

Project Number	Project Title	FY 2020-21 Budget
3112	Sidewalk Project – Allen: 92nd to Scholls Ferry	900,000
3113	Sidewalk Project – Laurelwood Avenue	237,000
3143	Active Transportation Projects	60,000
3189	Traffic Calming	120,000
3223	Traffic Enhancement Projects	65,906
3307	Underground Utility Projects	517,232
3321	Westgate/Cedar Hills/Dawson Way Realignment	1,565,000
3327	Millikan Way Realignment	925,000
3328	Western Ave. (5th – Allen) Improvements	575,000
3408	Hocken Ave. (RR Xing – Canyon Road)	650,000
3413	City-Wide Fiber Connection	150,000
3416	Quiet Zones	175,000
3417	Fanno Creek Trail, Allen to Denny	700,000
3519	Canyon Rd Intersection Imp	270,000
	Total Capital Projects Fund	$6,910,138

The **Water** family of funds is comprised of the Water Operating Fund, Water Debt Service Fund, the Water Construction Fund and a **new fund** - the Water WIFIA Fund (Water Infrastructure Finance and Innovation Act). The Water Operating Fund accounts for revenues received from monthly water bills and expenditures in the maintenance, operation and administration of the water system. The Water Debt Service Fund accounts for the payment of bonded debt issued for the acquisition and construction of system improvements, while the Water Construction Fund accounts for capital expenditures incurred for construction and improvements to the water system. The new Water WIFIA Fund, added in late FY 2019-20, accounts for proceeds associated with the WIFIA loan program and capital infrastructure projects financed by the WIFIA loan, in addition to administrative expenses to administer the program.

The Water Operating Fund's revenue for FY 2020-21 is budgeted at $22,217,500 in current revenues and $11,264,478 in beginning fund balance for a combined total of $33,481,978 in available resources. The fund's expenditures consist of $13,842,909 in current operating expenditures, $698,580 in capital equipment purchases, $5,618,005 in major maintenance of water infrastructure, $4,432,135 Transfer to the Debt Service Fund, $2,630,000 in transfers for Water capital infrastructure improvements, and $6,260,349 in contingencies and reserves.

The FY 2020-21 major maintenance and replacement infrastructure improvements are:

Project Number	Project Title	FY 2020-21 Budget
3611	Joint Water Commission (JWC) Projects	$1,084,005
3701	Water System Improvements	4,534,000
	Total Water Fund CIP Program	$5,618,005

The allocated resources ensure the City will continue to provide high quality water that meets the most stringent requirements of any standard-setting association or regulatory agency. Sufficient resources are also budgeted to supply the quantity of water to meet the community's needs, to maintain required fire flow storage and to provide capacity for future growth. All revenues from the monthly water rate charges appear in the Water Operating Fund. The Water Debt Service Fund contains appropriations of $4,432,135 for debt service and an unappropriated fund balance of $69,490.

The **Water Capital Improvement Program (CIP)** accounts for both major maintenance of the system and construction to increase its capacity, and includes appropriations of $33,819,000 for construction projects and $7,051,984 for investments in a joint ventures. The CIP is funded from a variety of sources, including transfers

from the Water Operating Fund, system development charges, proceeds from revenue bonds, proceeds from loans from the State of Oregon, and proceeds from the WIFIA loan program. The FY 2020-21 construction projects are:

Project Number	Capital Const. Fund Project Title	**FY 2020-21 Budget**
3620	Water Extra Cap Supply System	20,000
3622	Cooper Mountain Reservoir No. 2 & Lines (Bond)	4,115,000
3627	Withdrawal of Areas from TVWD (Bond)	722,500
3636	Scoggins Dam Raise Project	3,000
3643	Willamette Intake Facility Joint Venture (Bond)	299,545
3645	Willamette Water System Project - City Interties	2,000
3646	Willamette Water Supply Project: Treatment, Storage & Transmission Joint Venture	6,772,439
	Total Water Construction Fund 505 Program	$11,934,484

Project Number	WIFIA Fund Project Title	**FY 2020-21 Budget**
3680	South Cooper Mtn Improvements	15,018,500
3682	Aquifer Storage & Recovery Well Improvements	9,737,000
3683	North Transmission Intertie	1,635,000
3684	North Transmission Intertie Connections	841,000
3685	East Transmission Intertie	905,000
3686	Willamette Water Supply Connections	800,000
	Total Water Construction Fund 505 Program	$28,936,500
	Total CIP	**40,870,984**

Sewer Fund's revenue for FY 2020-21 is budgeted at $4,618,500 in current operating revenues, $2,710,000 in contributions from Clean Water Services (CWS) for capital projects, $125,000 from System Development Charges and $10,514,591 in beginning fund balance for a combined total of $17,968,091 in available resources. The fund's expenditures consist of $4,149,696 in current operating expenditures, $56,500 for equipment replacement, $3,862,000 in capital infrastructure improvements, and $9,899,895 in contingencies and reserves.

The City is a participant in an intergovernmental consortium for region-wide sewer services. The lead agency, CWS, operates and maintains the wastewater treatment plants and all sewer lines 12 inches and greater in diameter. The City operates and maintains all sewer lines less than 12 inches in diameter within the City's corporate boundary. CWS sets the sewer rate for the region. For FY 2020-21, CWS has deferred their annual rate increase due to concerns over the economy since the outbreak of the coronavirus pandemic. The City adds an additional $2.00 per month charge to maintain the City's portion of the sewer infrastructure. The participating cities bill and collect the sewer revenues and remit approximately 84% to CWS (called the district-wide portion) and retain approximately 16% for their operations (called the local portion). Beaverton additionally adds a 5% ROW fee against all elements of the sewer rate.

The City's local portion of revenue is dedicated to operating the sewer system within its corporate boundary and, when combined with system development charges, provides for sewer system rehabilitation and system capacity improvements. The City's FY 2020-21 sewer capital improvement program includes the following appropriations:

Project Number	Project Title	**FY 2020-21 Budget**
3811	Sewer Extra Capacity Improvements (SDC)	$2,710,000
3813	6B Cooper Mtn. Sewer Infrastructure	62,000
3850	Replacement Projects (Funded by $2 Surcharge)	1,090,000
	Total Sewer Fund CIP Program	$3,862,000

Storm Drain Fund's revenue for FY 2020-21 is budgeted at $6,891,200 in current revenues and $10,427,461 in beginning fund balance for a combined $17,318,661 in available resources. The fund's expenditures consist of

$5,559,147 in current operating expenditures, $72,700 for capital equipment purchases, $2,370,500 in capital infrastructure improvements and $9,316,314 in contingency and reserves.

The City is a participant in an intergovernmental consortium for region-wide storm and surface water management. The lead agency, CWS, is responsible for the region-wide facilities and the Surface Water Management (SWM) plan. The City is responsible for the sweeping streets and maintaining culverts, catch basins and detention facilities within its corporate boundary.

CWS establishes the monthly base fee amount for all jurisdictions within the CWS service area. Single-family residences are billed one Equivalent Service Unit (ESU) per month. For multi-family and commercial properties, the number of ESUs is determined by dividing its square footage of impervious area (i.e. roofs, parking lots, driveways) by 2,640 – the estimated amount of impervious surface of a residential lot. For FY 2020-21, CWS has deferred their annual rate increase due to concerns over the economy since the outbreak of the coronavirus pandemic. The current charge of $9.25 per month. Beaverton will remit $2.31 to CWS (25%) and will retain the balance of $6.94 (75%).

In addition to the base charge, the City collects a $2.06 per month surcharge per ESU. The surcharge is estimated to generate approximately $1.5 million annually. $2.00 of the surcharge is dedicated to replace existing facilities that are failing or deficient, while $0.06 is recorded as a fee for the pipes using the right of way. The surcharge revenue and revenue from system development charges provides funding for the surface water CIP. The FY 2020-21 capital improvement program includes the following appropriations:

Project Number	Project Title	**FY 2020-21 Budget**
3915	Storm Water Capacity - Conveyance Projects	453,500
3916	Storm Water Capacity - Quantity Projects	35,000
3917	Storm Water Capacity - Quality Projects	60,000
3950	Replacement Projects (Funded by $2 surcharge)	1,822,000
	Total Storm Drain Fund CIP Program	$2,370,500

City Profile

- The City Profile
- Major Taxpayers
- Major Employers
- Population Statistics
- City Statistics & Asset Data
- Property Tax Rates
- Market & Assessed Value of Property
- Operating Indicators by Function/Program

Beaverton
OREGON

THE CITY

The City of Beaverton was incorporated in 1893 and operates under the provision of its own charter and applicable State law, with a Mayor-Council form of government. The Mayor is the chief executive of the City and chairs City Council meetings. The Mayor does not vote on items on the Council's Agenda, except in the event of a tie. The Mayor may veto an ordinance or other legislative enactment; the Council may override the veto by a four-fifths vote. The City Council (the "Council") is comprised of five members. The Mayor serves a four-year term. The five Council members are part-time elected officials who exercise the legislative powers of the City and determine matters of policy. The City Finance Director and other officers and department directors are appointed by the Mayor.

The City has a total of 622.76 full-time equivalent employees. 444 City employees are eligible under State law to be represented by a labor organization, and they are employed under provisions of negotiated contracts with two major labor organizations. The City enters into written bargaining agreements with each of the bargaining organizations; agreements contain provisions on such matters as salaries, vacation, sick leave, medical and dental insurance, working conditions, and grievance procedures. Labor relations between the City and the bargaining staff are good. The bargaining units which represent City employees, the number of employees represented by each and the date each current contract expires are shown below:

Bargaining Unit	Number of Employees	Contract Expires
Service Employees International Union (SEIU)	280	June 30, 2021
Beaverton Police Association	164	June 30, 2022

CITY FINANCIAL FACTORS

Budgetary Process and Controls

The City prepares an annual budget in accordance with the Oregon Local Budget Law. Chapter 294 of the Oregon Revised Statutes establishes standard procedures for budget functions for all Oregon local governments. Under the applicable provisions, there must be public participation in the budget process and the adopted budget must be balanced. All of the City's funds are subject to appropriation by the City Council.

The Mayor serves as the City's Budget Officer and evaluates the budget requests of the various departments of the city to determine the funding levels of the operating and capital programs. The budget is presented to the public through public meetings held by a Budget Committee consisting of Council members and five laypersons. Under Oregon Budget law, the Budget Committee determines the maximum amount or rate of property taxes. After giving due consideration to the input received from the committee members and citizens, the City Council holds a public hearing and approves a resolution which adopts the budget, authorizes the levying of taxes and sets appropriations. The budget resolution must be adopted not later than June 30 of the preceding fiscal year. The complete budget process is identified on pages 21 through 23.

The Annual Budget also includes appropriations for Capital Improvements. These capital improvements appear in a separate Ten-Year Capital Improvements Plan (FY 2020-21 through FY 2029-30). As part of the budget process, FY 2020-21 CIP (Capital Improvements Plan) projects were funded based upon priority ranking and on available funding. Those projects selected are appropriated in one of the following funds:

- Capital Projects Fund for projects that rehabilitate or replace existing street infrastructure system or that increase the street infrastructure system's capacity.
- Water Fund for projects that rehabilitate or replace existing water infrastructure.
- Water Construction Fund for projects that increase the water systems' capacity.
- WIFIA (Water Infrastructure Financing Innovation Act) Water Construction Fund for projects that expand Beaverton's water supply capacity, resilience and redundancy, and are slated to be financed by loan proceeds from the WIFIA program.
- Sewer Fund for projects rehabilitating or replacing existing sewer infrastructure or that increase the sewer system's capacity.
- Storm Drain Fund for projects that rehabilitate or replace existing storm water infrastructure or that increase the storm water system's capacity.

- Capital Development Fund for civic projects such as municipal buildings and projects in the downtown area.
- Capital Projects Fund of the Beaverton Urban Redevelopment Agency (BURA) for projects funded either totally or in part by tax increment financing in the Central City Urban Renewal area.

The summary of the CIP process and projects are identified on pages 70 through 72. To obtain a copy of the separate CIP document, please contact the Finance Department by mail at PO Box 4755, Beaverton, Oregon, 97076-4755, by email at financemail@beavertonoregon.gov, or by phone at 503-526-2241. The CIP document is also available at https://www.beavertonoregon.gov/225/Capital-Projects.

The budget may be amended during the applicable fiscal year through either a transfer resolution or through the adoption of a supplemental budget. Supplemental budgets are adopted using the same regular budget adoption process, including public hearings.

Basis of Accounting

The City budgets Governmental Fund Types primarily following the modified accrual basis of accounting method where expenditures are accrued when the goods or services are received, and revenues are recognized when they become measurable and available. Proprietary Fund Types primarily follow the accrual basis of accounting except some accrual expense items such as depreciation and pension expenses are not included in the budget. In all fund types, the City records the accrued compensated absences when earned on a budgetary basis which results in the difference between the budgetary basis and generally accepted accounting principles (GAAP) basis for Governmental Fund Types. The following are some of other differences between GAAP and the budgetary basis of accounting:

1) Capital outlay and payments to joint ventures are shown as expenditures on the budgetary basis, but shown as additions to capital assets and investment to joint ventures on GAAP basis.
2) Changes in the fair value of investments are treated as adjustments to revenue on a GAAP basis only.
3) The receipts of long-term debt are reported as other financing sources on a budgetary basis, but shown as increase of long-term liability on a GAAP basis. Similarly, principal payments on long-term debt are reported as expenditures on a budgetary basis, but shown as a reduction of a liability on a GAAP basis,
4) Depreciation, amortization, and pension expense are recorded on a GAAP basis only.
5) Encumbered amounts are treated as budgetary expenditures during the fiscal year, and all encumbered amounts lapse at fiscal year-end.

The Comprehensive Annual Financial Report (CAFR) of the City is prepared in accordance with Generally Accepted Accounting Principles. In addition to presenting the financial position, results of operations, and changes in financial position of the City's funds, the CAFR reconciles differences in reporting activities between the budgetary basis, as presented in the annual approved budget, and the basis according to GAAP is used in the preparation of the CAFR.

Independent Audit Requirement

Each Oregon municipal corporation must obtain an audit and examination of its accounts and financial status at least once each year pursuant to the Oregon Municipal Audit Law, Oregon Revised Statutes 297.405 to 297.555. Public accountants, certified by the State as capable of auditing municipal corporations, perform the audit.

The City audits for the fiscal years 2000-01 through 2018-19 were performed by Talbot, Korvola & Warwick LLP. The latest (2018-19) audit report indicates that financial statements present fairly the City's financial position and are in conformance with generally accepted accounting principles applied on a consistent basis.

A complete audit report is available on the City's website at: https://www.beavertonoregon.gov/2341/2019-Financial-Audit.

GENERAL AND ECONOMIC INFORMATION

Beaverton is the second largest city in Washington County and is located immediately west of the City of Portland. The early economy of the Washington County area grew as a result of fertile agricultural and timber lands and its access to the Willamette and Columbia rivers. The area then began developing as a suburb of Portland, but over the past two decades has developed its own economic base which includes high technology firms and retail trade and distribution. Despite its rapid development, however, the County still contains prime agricultural land and a strong agricultural economy.

Rapid growth between 1970 and 1990 changed the complexion of the area from a rural community to a growing suburban community and created a rapidly expanding demand of goods and services. This growth continued on into the 2000's and has been impacted by the influx of high technology companies throughout Washington County. Trade patterns and growth have followed the major highways through the City, developing commercial zones along the highways and other arterial streets. Job growth in Washington County contributes significantly to all net regional job growth through current decade.

Beaverton is Oregon's sixth largest city with a July 1, 2019, population of 98,255 and Washington County is the State's second largest county with an estimated population of 613,410. Both Beaverton and Washington County have experienced a steady rate of growth in recent years. Between 2010 and 2019 Beaverton grew by 9% and the Washington County population grew by 15%. Historical population of the City and Washington County is shown in the following table:

Population
City of Beaverton and Washington County

	City of Beaverton	Washington County
2019-20	98,255	613,410
2018-19	97,000	597,695
2017-18	96,565	589,562
2016-17	95,385	582,779
2015-16	94,215	572,759
2014-15	93,395	562,176
2013-14	91,935	555,089
2012-13	91,205	547,639
2011-12	90,835	539,649
2010-11	89,925	531,662

Source: U.S. Census and Portland State University, Center for Population Research

Livability

While the many numbers and trends of the budget represent services for our citizens, Beaverton is the "Best of Oregon" and receives numerous awards and recognition among its peers. Based on data collected from a number of sources, people know Beaverton for its low crime rate, high quality of schools, diverse population, access to arts and leisure, the fiscal strength of our government and proximity to some of the best places to work in the country. Beaverton has a myriad of athletic opportunities, proximity to the ocean and mountains, parkland and local shopping, including the well-regarded Beaverton Farmers Market.

Beaverton was named one of the Top 10 Best Places to Raise a Family for 2018 by Livability.com. Beaverton ranked number 3 and was noted for its great schools, public transportation, outdoor natural areas, scenic parks and big area employers such as Nike, Intel and IBM.

Beaverton was selected by Money Magazine as the 9th best city to live in America. The staff at Money Magazine visited during one of our International Night Markets and their observations of the diversity of Beaverton confirmed all the statistical reviews they conducted. Beaverton received the "Oregon Urban and Community Forestry Award" for outstanding accomplishment and leadership in promoting and protecting our community forest and improving the quality of life in Oregon in 2016. Beaverton was the only city in the State of Oregon to receive this distinguished award.

To that end, please visit www.Beavertonoregon.gov or follow us on Facebook at www.Facebook.com/CityofBeaverton.

Education

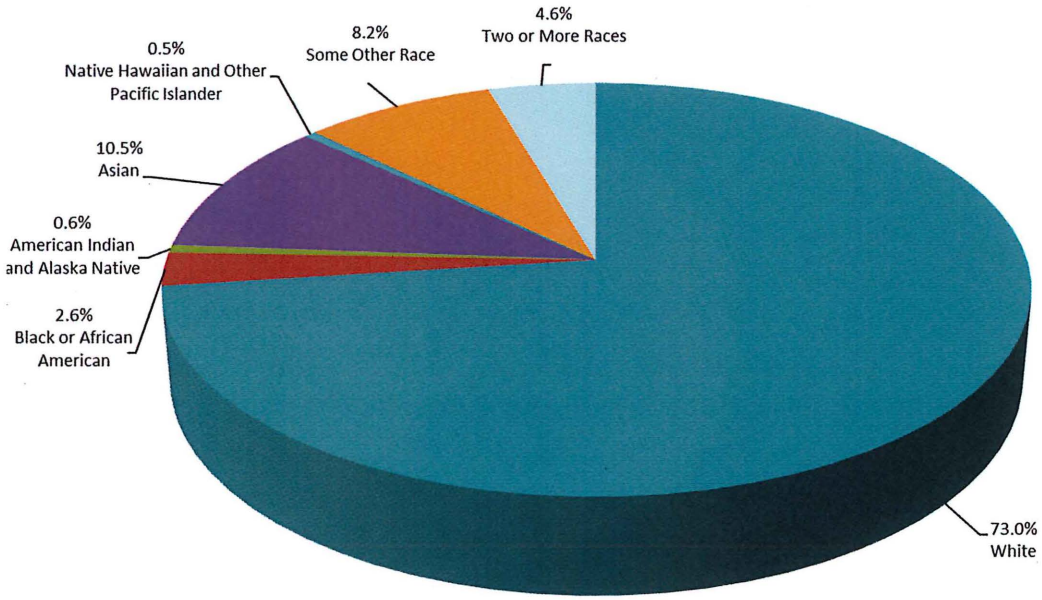
There are over 40,860 students in 53 schools from grades K-12 in the Beaverton School District. Nationally acclaimed for students' high SAT scores, Beaverton schools have formed strong partnerships with area businesses. Several highly regarded private schools as well as some of the region's best state and private universities and community colleges are located within 30 miles of Beaverton.

Portland State University (PSU), one of the three large universities in the Oregon State System of Higher Education, is located on a campus encompassing an area of over 28 blocks adjacent to the downtown business and commercial district of Portland.

PSU's Evening and Weekend Degree Program offers junior- and senior-level coursework toward a PSU bachelor's degree. Oregon State University (OS) and the University of Oregon (UO) offer some programs in Portland. Oregon Health Sciences University (OHSU) is also located in Portland.

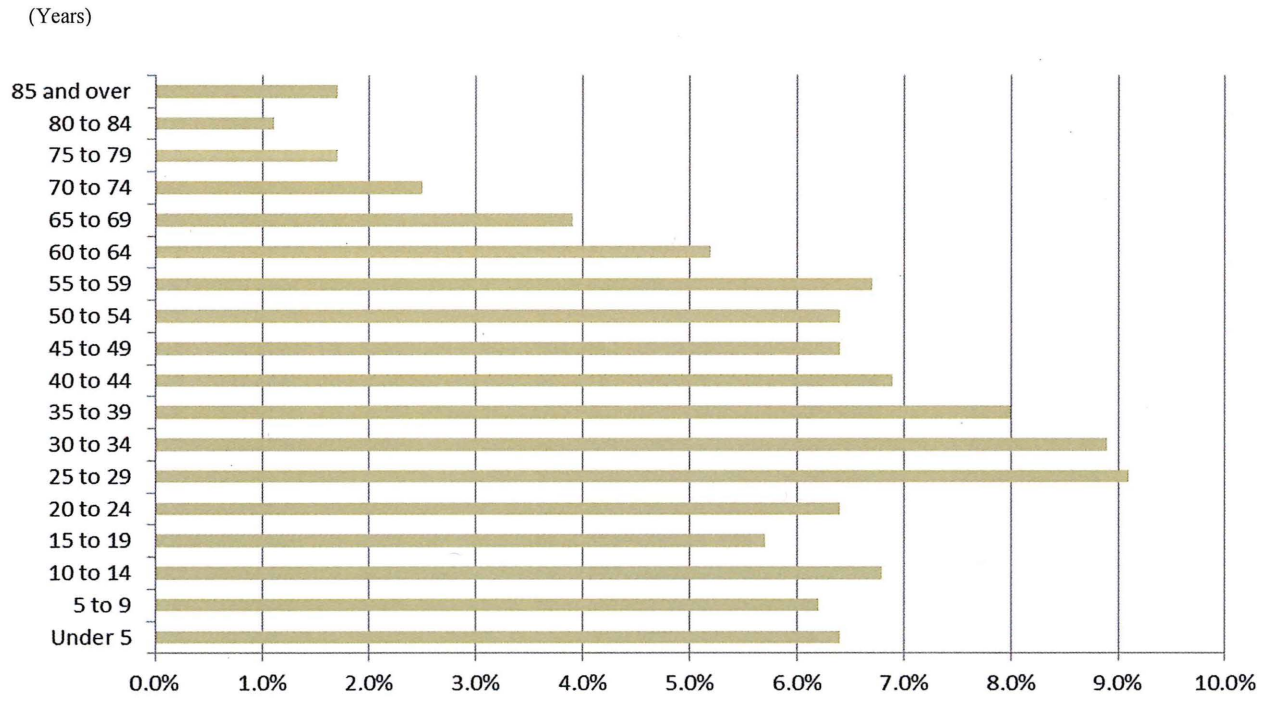
Demographics

Race Distribution in Beaverton



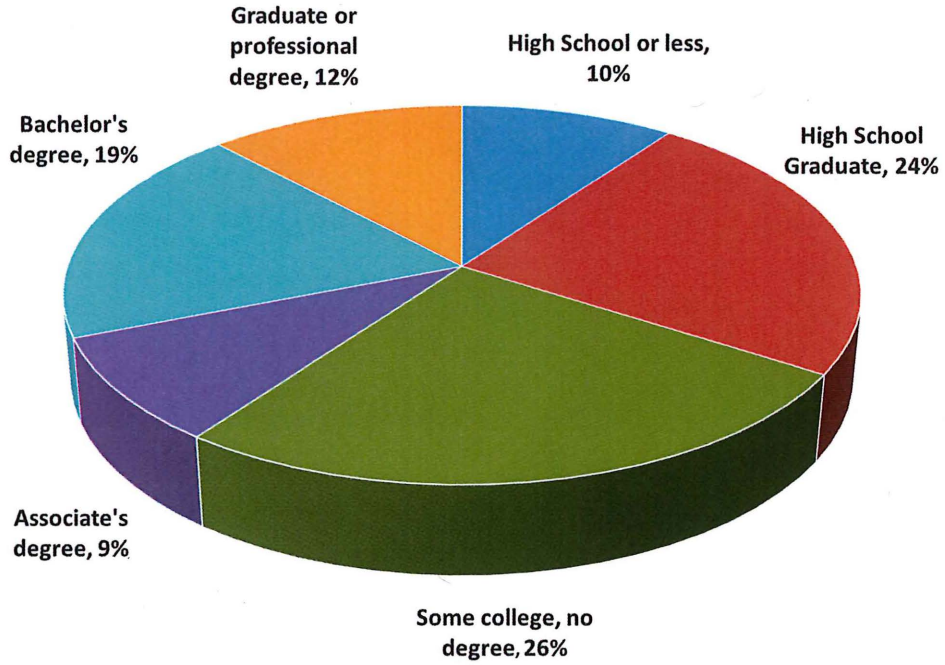
Source: U.S. Census Bureau

Age Distribution of People in Beaverton



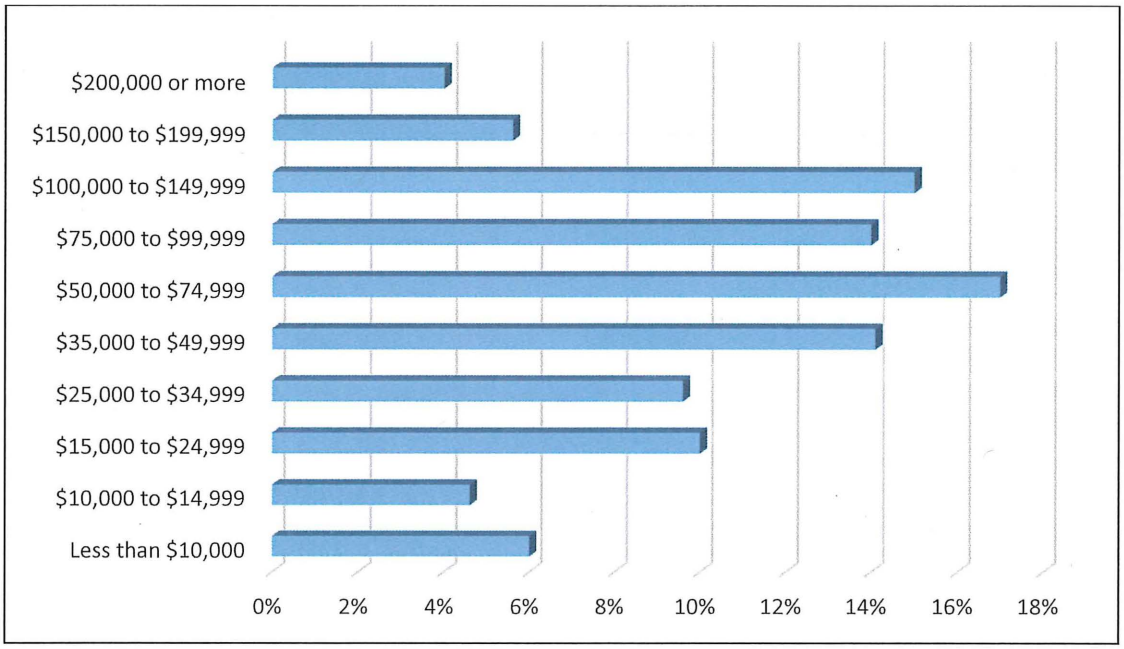
Source: U.S. Census Bureau

Educational Attainment in Beaverton



Source: city-data.com/city/Beaverton-Oregon.html

Household Income Levels in Beaverton



Source: U.S. Census Bureau

Retail

Washington Square, a 1.35-million-square-foot regional shopping mall with more than 166 retailers and restaurants, is located along Highway 217 in the eastern part of the County. Major tenants include Nordstrom, Macy's, J.C. Penney, and Dick's Sporting Goods along with 137 other smaller retailers and 24 restaurants and food court vendors. Adjacent to Washington Square are several class A office buildings and the Embassy Suites, a 253-unit hotel.

Cascade Plaza, originally developed in 1998 and redeveloped in 2008, is located west of Washington Square and has five major retailers along with four other smaller retailers and restaurants, and space for an additional 10 retail shops.

Cedar Hills Crossing is a 750,000 square foot shopping center in the City of Beaverton, with 70 retailers, restaurants and entertainment establishments. On site is a 16-screen Century Theaters cinema complex. Ulta Beauty, Best Buy, WinCo Foods, New Seasons Market, Office Depot, Powell's Books, and Old Navy are some of the tenants of Cedar Hills Crossing.

Progress Ridge TownSquare is a boutique shopping center located in south Beaverton featuring the AMC Dine-In Theater, New Seasons Market, Ace Hardware, Unleashed by Petco, La Provence Boulangerie & Patisserie, and numerous other smaller retailers and restaurants.

Transportation

An extensive transportation network and easy access to the entire metropolitan area contribute to Beaverton's popularity as a great place to live and do business. Beaverton is served by US 26 (the Sunset Highway), Oregon 217, Oregon 8, Oregon 10 and Interstate 5 and by the Portland & Western Railroad.

The Major Streets Transportation Improvement Program (MSTIP) has been improving Washington County streets for 20 years. MSTIP 3, the property tax levy first passed by Washington County voters in 1995, continues the work begun by MSTIP 1 and 2, approved by Washington County voters in 1986 and 1989. Together those programs have built more than 125 multi-modal transportation projects that are used by County residents and businesses daily.

The City is served by the TriMet bus and light rail system. MAX, a 60-mile light rail system, runs from a hub in Portland and connects the communities of Gresham, Clackamas, Milwaukie, Beaverton and Hillsboro. MAX is part of an integrated regional transit system that also includes 85 bus routes in the urbanized portion of the three counties in the greater Portland metro area. TriMet's Washington County Commuter Rail (WES) runs from Beaverton to Wilsonville.

The Port of Portland is a port district encompassing Multnomah, Clackamas and Washington counties. The Port owns and maintains four marine terminals, four airports, and seven business parks. In tonnage of total waterborne commerce, the Port is currently ranked as the third largest volume port on the West Coast, after Long Beach and Los Angeles. Exports include wheat and barley, potash, beef pulp pellets, baled hay, forest products (logs, lumber, plywood and wood chips), paper and newsprint, scrap metal, soda ash and aluminum products. Total maritime tonnage in 2017 was 11.5 million short tons. Portland International Airport (PDX) handles approximately 19 million passengers annually. The Portland-Beaverton-Vancouver MSA (Metropolitan Statistical Area) is served by 17 passenger carriers providing about 500 flights daily to over 100 cities in the US, Canada and other countries. The airports provide significant amounts of cargo service for the high-tech industries in the Beaverton area also.

Fun and Leisure

A 90-minute drive from Beaverton in almost any direction provides access to numerous recreational, educational and leisure activities. The Pacific Ocean and the Oregon Coast to the west, the Columbia Gorge, Mt. St. Helens and Mt. Hood in the Cascade Range to the east, and the fertile Willamette Valley to the south, offer opportunities for hiking, camping, swimming, biking, fishing, sailboarding, skiing, wildlife watching and numerous other outdoor activities. In addition, there are numerous special events, entertainment activities and visual and performing arts events in Beaverton which area residents may enjoy. Other attractions include the International Night Market and the Beaverton Farmers Market which brings nature's bounty from local farms to Beaverton's sidewalks, and is held Saturday mornings from May through November, Wednesday afternoons July through August and on the 1st and 3rd Saturdays of the month during February through April.

Parks and recreation services are provided by the Tualatin Hills Park and Recreation District, which serves Beaverton and the surrounding area. The district operates five recreation centers, eight aquatic centers and numerous other community services.

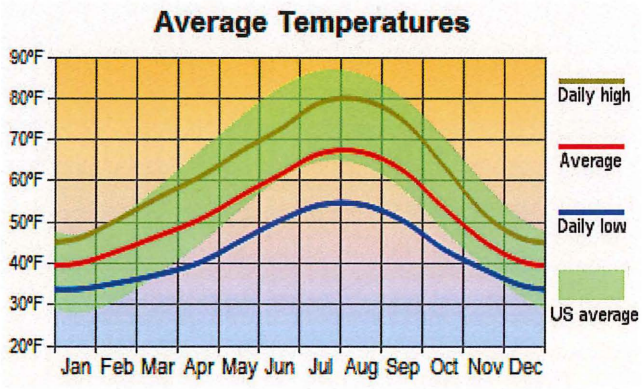
As part of the greater Portland metropolitan area, Beaverton has easy access to cultural facilities. These include the Oregon Symphony and associated musical organizations, Portland Center for the Performing Arts, Oregon Ballet, Portland Opera,

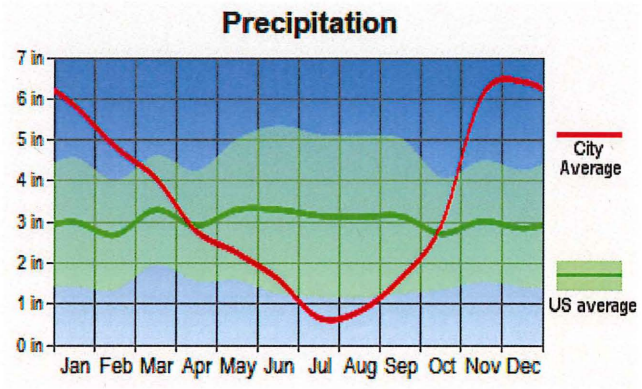
Portland Art Museum, Oregon Historical Society Museum, Children's Museum, Oregon Museum of Science and Industry (OMSI), Western Forestry Center, Japanese Gardens, International Rose Test Gardens, the Classical Chinese Gardens and the Oregon Zoo. The metropolitan area includes more than 40 other local theater and performance art companies and ten additional gardens of special interest. Professional sports teams, the National Basketball Association Portland Trail Blazers and the Western Hockey League Portland Winterhawks, play at the MODA Center and the Memorial Coliseum. Providence Park is home to the Portland Timbers (Major League Soccer), Portland Thorns (National Women's Soccer League) and the Portland State Vikings (NCAA Division I college football).

Weather and Climate

Beaverton enjoys a mild climate year-round, with average winter temperatures of 40.5 degrees Fahrenheit, and average summer temperatures around 78 degrees. Although western Oregon is often considered wet and rainy, Beaverton averages only 37.8" of rainfall per year.

Average climate in Beaverton, Oregon:





Source: http://www.city-data.com/city/Beaverton-Oregon.html

Businesses

Beaverton's early economy was centered around agricultural and timber lands, but over the past three decades has developed its economic base to include high technology, retail and distribution. The City is at the heart of Oregon's "Silicon Forest" and is home to high tech and clothing manufacturing giants such as Intel, Tektronix, Columbia Sportswear, and Nike. Employment growth continues to be strong and steady in the Beaverton area, largely because of the extensive network of business resources and the strong support the business community receives from local, regional and state government.

Like Washington County, Beaverton is a distinctive economic presence as well as an integral part of the Portland Metropolitan area. More than 4,291 businesses hold Beaverton business licenses. Beaverton maintains an identity as a place of natural beauty, where the business and residential communities coexist in a spirit of harmony and prosperity.

The following two tables detail Beaverton's major taxpayers and major employers. The tables reflect Beaverton's diversity in its economic base.

MAJOR TAXPAYERS
As of June 30, 2020

Taxpayer	Type of Business	2019-20 Taxable Assessed Valuation	% of City Taxable Assessed Valuation*
Non-Utility:			
Nike, Inc.	Footwear & apparel manufacturer	$156,291,419	1.65%
Portland 2 LLC	Industrial company	69,325,260	0.73%
Lasalle Owner LLC	Commercial property	64,012,130	0.68%
Nimbus Center, LLC	Commercial property	63,228,683	0.67%
Mall 1 LLC	Commercial property	61,145,840	0.64%
Peterkort Residential LLC	Apartments	48,508,850	0.51%
Harsch Investment Properties LLC	Commercial property	47,862,365	0.50%
Sterling Pointe Holding LLC	Apartments	47,626,620	0.50%
Portland 1 LLC	Industrial company	46,085,870	0.49%
DS Progress Ridge LLC	Commercial property	42,027,451	0.44%
J Peterkort & Company	Commercial property	37,377,070	0.39%
Harsch Investment Corp.	Commercial property	34,225,695	0.36%
Cedar Falls Appartments LLC	Apartments	33,874,610	0.36%
King's Court - 460 LLC	Apartments	32,930,440	0.35%
Fred Meyer Stores, Inc	Retail	32,087,086	0.34%
Metropolitan Life Insurance Co.	Insurance company	31,968,950	0.34%
PMI Reflections LLC	Apartments	30,883,460	0.33%
Total		$879,461,799	9.27%
Utilities:			
Comcast Corporation	Broadband and telecommunications	$104,008,000	1.10%
Portland General Electric Co.	Electricity	91,447,393	0.96%
Northwest Natural Gas Co.	Natural Gas	42,245,000	0.45%
Total		$237,700,393	2.51%

* City of Beaverton's 2019-20 taxable assessed valuation was $10,623,636,798
City of Beaverton's 2019-20 market assessed valuation was $17,810,754,608

Information from the Washington County Department of Assessment and Taxation

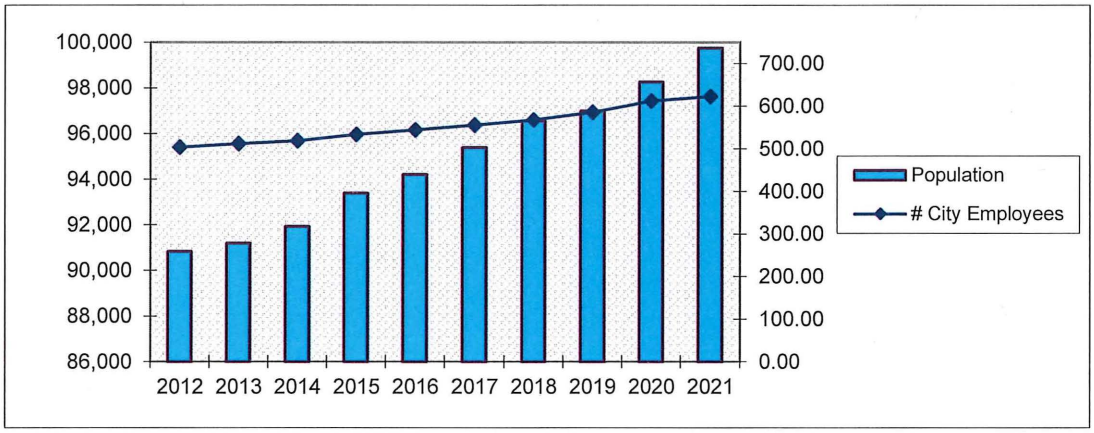
MAJOR EMPLOYERS

Largest Employers:

	Employer	Product or Service	Estimated Employment within City
Manufacturing	Nike	Athletic footwear, apparel, accessories	3,604
	TEKsystems	Information technology	403
	Formfactor Beaverton, Inc.	Manufacturing	284
	Columbia Sportswear	Outdoor clothing and footwear	250
	Vanguard EMS, Inc.	Manufacturing	230
	Reser's Fine Foods	Food products	203
	Digimarc Corporation	Information technology	184
	Graphic Products, Inc.	Safety and visual communications	165
	Bimbo Bakeries	Wholesale bakery	158
Nonmanufacturing	Beaverton School District	Schools	4,606
	Comcast Cable	Cable television	779
	City of Beaverton	Municipality	703*
	Fred Meyer Stores, Inc.	Retail merchandise	525
	Pacific Office Automation	Retail - office products	415
	Home Depot	Retail merchandise	353
	New Seasons Market	Retail merchandise	351
	Costco Wholesale	Retail merchandise	339
	Nationstar Mortgage, LLC	Lending company	330
	DAT Solutions, LLC	Freight load board	261
	Lanphere Enterprises	Automobile dealership	260
	Checkfree Services Corporation	Electronic payment processing	256
	Kaiser Foundation	Health systems	252
	CBRE, Inc.	Commercial real estate services	247
	Russ Auto, Inc.	Automobile dealership	225
	Aerotek, Inc.	Staffing agency	199
	Rivermark Community Credit Union	Financial services	190
	OPUS Solutions, LLC	Global event agency	172
	Sunset Imports	Automobile dealership	168
	Women's Healthcare Associates, LLC	Healthcare	160

* Includes permanent and temporary employees

POPULATION GROWTH
Last Ten Fiscal Years



Fiscal Year	Population	Number of City Employees	City Employees Per Capita
2012	90,835	504	0.0055
2013	91,205	512	0.0056
2014	91,935	519	0.0056
2015	93,395	534	0.0057
2016	94,215	544	0.0058
2017	95,385	556	0.0058
2018	96,565	568	0.0059
2019	97,000	586	0.0060
2020	98,255	612	0.0062
2021	99,750	623	0.0062

The number of City employees is comprised of full time equivalent (FTE) positions and does not include temporary and seasonal employees.

FY 2020 reflects a net increase of 25.80 FTE positions. Added to the General Fund are as follows: 1 FTE Judicial Assistant in the Court; 1 FTE Facilities Maintenance Technician for the new Public Safety Building; 1 FTE Support Specialist in the Events Program; 0.5 FTE HR Assistant; 1 FTE Assistant Community Development (CDD) Director; 1 FTE Program Coordinator in CDD; 1 FTE Planning Tech in CDD (2-year limitied duration); 1 FTE Program Coordinator for Equity Procurement coordinating; 3 FTE Court Clerk positions; 1 FTE Associate Judge; 1 FTE Community Services Officer; 1 FTE Traffic Safety Program Specialist; 2.25 FTE Retired Officers - Intersection Speed; 1 FTE Code Compliance Officer; 1 FTE Project Manager 2 position in Transportation Planning Division; 2-year limited duration 1 FTE Applications Development Manager (.25 FTE is funded in the Building Fund); 1 FTE Development Project Manager; a reduction of 0.5 FTE in Assistant Finance Director positions; a reallocation of an Engineering Associate position from the General Fund to Sewer and Storm Drain Funds; and a reallocation of Engineering Tech 2 position from General Fund to Water, Sewer, and Storm Drain Funds. Changes in FTE in other funds are as follows: 0.05 FTE Library Reference Assistant; 1 FTE Program Coordinator - Street Fund; 1 FTE Project Engineer -Water Fund; 2 FTE Public Works Techs (Sewer Fund and Storm Utility Fund); 1 FTE Public Works Lead (split between the Sewer Fund and the Storm Utility); 0.5 FTE Web Analyst position; and 1 FTE Assistant Public Works Director.

FY 2021 reflects a net increase of 10.50 FTE positions. Added to the General Fund are as follows: The Web Management Program (3 FTE) moved from the Information Systems Fund to the General Fund; a Maintenance Tech transferred from the General Fund to the Library's new Building Maintenance Program; .50 FTE Human Resources Assitant added to an existing .50 FTE to create a fulltime position; 1 FTE HR Specialist; elimination of .20 FTE of an Assistant Finance Director position due to retirement; .20 FTE Support Specialist in the City Attorney's Office added to an existing .50 FTE position; and 1 FTE Senior Development Project Manager and 1 FTE Development Project Coordinator added in CDD's Development program and Urban Renewal administration program. Changes in FTE in other funds are as follows: 1 FTE Public Works Supervisor in the Street, Sewer and Storm Drain Funds; the PRCA General Manager and Capital Campaign Manager are no longer employed by the City; 1 FTE Utility Worker position in the Water Fund; 1 FTE Help Desk Supervisor; 1 FTE Information Services Specialist; a Systems Analyst, two Business Analysts, and a Computer Services Technician to support the implementaion of the CDD's Development Review Process software; and 1 FTE Mechanic 1 position.

POPULATION STATISTICS
Last Ten Fiscal Years

Fiscal Year	(1) Population	(2) Per Capita Income (Washington County)	(3) School Enrollment	(4) Unemployment Rate (%) (Portland Metro. Area)	(5) General Fund Revenues	General Fund Expenditures
2010	86,860	40,606	37,706	10.9	45,454,008	44,568,185
2011	90,267	42,777	38,571	9.7	47,525,105	48,592,947
2012	90,835	44,396	39,054	8.1	51,328,309	58,710,286
2013	91,205	44,757	39,427	7.6	52,344,387	52,803,779
2014	91,350	46,713	39,509	6.1	54,988,132	53,595,303
2015	93,395	51,909	39,910	5.5	56,396,570	55,436,641
2016	94,215	55,017	40,725	5.2	59,637,237	57,378,682
2017	95,385	57,787	40,806	3.9	64,392,280	63,022,283
2018	96,565	60,971	40,868	3.7	64,148,279	63,848,786
2019	97,000	N/A	40,860	3.7	68,141,408	67,435,994

Sources of information:

(1) Portland State University, Population Research & Census Center

(2) Bureau of Economic Analysis (BEA)

(3) Beaverton School District #48

(4) Bureau of Labor Statistics

(5) Does not include Beginning Working Capital

N/A = Not Available

City of Beaverton Statistics

Category	Totals
Addresses in City Limits	46,531
City Limits Area	19.66 Square Miles
Sidewalk Ramps (Total in City)	6,024
Sidewalks (Total in City)	446.65 Miles

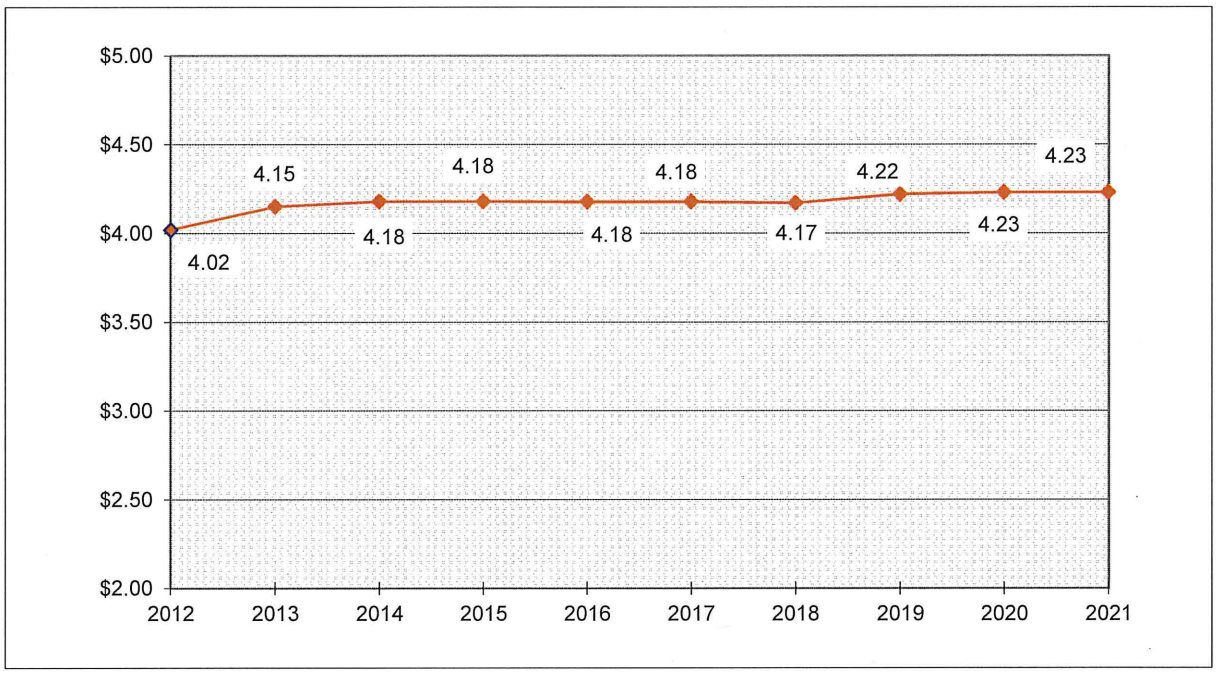
City of Beaverton Asset Data

Category	Asset Type	City Owned	City Maintained
Traffic/Streets	Bike Lanes	21.46 Miles	21.46 Miles
	Bridges	42	42
	City Signals	66	129
	City Street Signs	17,154	17,158
	City Streetlights	5,050	4,858
	Streets Paved in 2019	5.25 Miles	5.25 Miles
	City Maintained Streets	225.54 Miles	225.54 Miles
	Pedestrian Paths	5.58 Miles	5.58 Miles
Sanitary Sewer	Sewer Cleanouts	483	483
	Sewer Fittings	30	30
	Sewer Mains	278.18 Miles	278.18 Miles
	Sewer Structures	5	5
	Sewer Manholes	7,889	7,892
	Sewer Taps	22,157	22,157
Stormwater	Stormwater Cleanouts	116	116
	Stormwater Detention Ponds	324	325
	Stormwater Discharge Points	1,316	1,317
	Stormwater Fittings	780	780
	Stormwater Mains	251.30 Miles	251.30 Miles
	Stormwater Inlets	9,348	9,347
	Stormwater Manholes	5,724	5,723
	Stormwater Open Drain	29,386	29,733
Water	Water Control Valves	462	409
	Water Fittings	29,722	29,557
	Water Hydrants	3,057	2,621
	Water Mains	331.62 Miles	331.62 Miles
	Water Structures (Reservoirs,Wells)	475	472
	Water Meters	23,118	23,102
	Water System Valves	12,178	10,458
	Water Quality Test Stations	94	89

Land Use Designation	Acres	Percent of Total Acres
Community Commercial	450.8	4%
Downtown Regional Center	462.4	4%
Employment Area	764.7	6%
Industrial Area	533.8	4%
Mixed Use Corridor	118.5	1%
Neighborhood Center	105.1	1%
Neighborhood Residential - High Density	596.9	5%
Neighborhood Residential - Low Density	87.1	1%
Neighborhood Residential - Medium Density	1,317.0	10%
Neighborhood Residential - Standard Density	6,006.4	48%
Regional Commercial	382.2	3%
Unzoned-ROW	74.3	1%
Station Community	721.1	6%
Town Center	346.3	3%
Interim Washington County	615.0	5%
Totals	**12,581.6**	**100%**

Housing Stock Data	Count	Percentage
Apartment	17,693	42%
Condominium	3,688	9%
Mobile Home	337	1%
Plex	1,034	2%
Single Family	16,920	40%
Townhome	2,333	6%
Totals	**42,005**	**100%**

PROPERTY TAX RATES
PER $1,000 OF ASSESSED VALUE
LAST TEN FISCAL YEARS



(Tax rates exclude the levy for bonded debt)

In May, 1997, Oregon voters approved Measure 50 that revised the property tax system state-wide effective July 1, 1997. Tax levies were changed from a 'dollar levy amount' to a 'permanent tax rate'. Beaverton was assigned a permanent rate levy of $4.62.

A taxing district's permanent tax rate is applied to the taxable assessed valuation of the property within the taxing district's boundary. A property's taxable assessed value can increase by 3% per year plus the value of new construction; however, a property's taxable assessed value cannot exceed its market value. As of FY 2019-20, a residential property's assessed value for tax purposes was approximately 62% of its real market value, on average.

As shown in the above chart, Beaverton has not levied its full permanent rate levy of $4.62. The difference between the permanent rate and the rate levied for FY 2020-21 of $4.23 is $0.39 and when applied to our taxable assessed value of $10.6 billion, it would yield an additional $4.2 million in property taxes that the City does not currently need to meet its operations.

PROPERTY TAX RATES
ALL OVERLAPPING GOVERNMENTS
(Per $1,000 of Assessed Value)
Last Ten Fiscal Years

	City of Beaverton										
Fiscal Year	General Fund	Special Revenue Funds	Debt Service Fund	Total	Washington County	Schools	Special Districts, Parks & Fire	Port of Portland	Metro Service District	TriMet	Total
2011	3.58	0.39	0.23	4.20	2.98	7.57	3.63	0.07	0.41	0.09	$18.95
2012	3.56	0.41	0.21	4.18	2.97	7.61	3.67	0.07	0.32	0.06	$18.88
2013	3.61	0.41	0.22	4.24	2.97	7.59	3.64	0.07	0.40	0.00	$18.92
2014	3.65	0.50	0.23	4.38	2.97	8.94	3.63	0.07	0.47	0.00	$20.46
2015	3.70	0.48	0.20	4.38	2.84	8.91	3.61	0.07	0.46	0.00	$20.27
2016	3.72	0.46	0.20	4.38	2.84	8.70	3.73	0.07	0.39	0.00	$20.11
2017	3.73	0.46	0.19	4.38	2.93	8.67	3.68	0.07	0.40	0.00	$20.12
2018	3.71	0.46	0.21	4.38	2.96	8.81	3.77	0.07	0.41	0.00	$20.40
2019	3.74	0.48	0.21	4.43	2.96	8.86	3.78	0.07	0.47	0.00	$20.57
2020	3.74	0.36	0.20	4.30	2.90	8.59	4.10	0.07	0.66	0.00	$20.62

Information from Washington County, Assessment and Taxation Department

ACTUAL MARKET AND ASSESSED VALUE OF TAXABLE PROPERTY
Last Ten Fiscal Years

Year		Real Property Value	Personal Property Value	Manufactured Homes Value	Public Utilities Value	Total Assessed Value
2011	M	10,233,357,680	312,392,404	1,928,250	302,920,652	10,850,598,986
	A	7,023,474,360	312,392,404	652,840	302,172,400	7,638,692,004
2012	M	9,743,437,720	330,453,483	2,237,600	299,612,594	10,375,741,397
	A	7,250,032,210	330,453,483	728,440	290,942,140	7,872,156,273
2013	M	9,551,341,040	345,488,918	2,187,330	288,627,249	10,187,644,537
	A	7,469,917,480	345,488,918	694,190	264,560,700	8,080,661,288
2014	M	10,057,285,180	332,317,874	2,255,590	289,621,139	10,681,479,783
	A	7,716,459,770	332,317,874	766,780	263,270,040	8,312,814,464
2015	M	11,151,606,480	332,476,805	2,540,420	297,490,607	11,784,114,312
	A	8,072,477,610	332,476,805	869,840	277,110,900	8,682,935,155
2016	M	11,920,010,770	354,702,068	3,308,510	295,095,259	12,573,116,607
	A	8,426,894,940	354,702,068	905,440	257,449,100	9,039,951,548
2017	M	13,351,953,160	375,098,668	3,745,310	378,989,987	14,109,787,125
	A	8,738,563,430	375,098,668	1,179,190	368,362,500	9,483,203,788
2018	M	14,950,729,020	395,641,228	4,069,680	403,775,728	15,754,215,656
	A	9,074,648,210	395,641,228	573,410	387,902,923	9,858,765,771
2019	M	16,537,837,240	404,523,851	6,111,000	347,195,964	17,295,668,055
	A	9,474,188,030	404,523,851	1,204,490	346,986,359	10,226,902,730
2020	M	17,039,598,370	420,647,058	6,116,000	344,393,180	17,810,754,608
	A	9,857,830,820	420,647,058	1,005,220	344,153,700	10,623,636,798

M = Market Assessed Value
A = Assessed Value for Tax Purposes

Information from the Washington County, Assessment and Taxation Department

OPERATING INDICATORS BY FUNCTION/PROGRAM
Last Five Fiscal Years

	Fiscal Year				
	2015	2016	2017	2018	2019
Function/Program					
Governmental Activities:					
General government					
Number of cases filed in Municipal Court	28,438	31,206	30,820	26,981	28,312
Number of land use applications processed	500	525	552	775	739
Number of building inspections (99% completed within 24 hours of request)	27,536	27,450	25,700	24,300	25,600
Public Safety					
Number of arrests by patrol officers	3,351	3,755	3,229	3,700	3887
Citations (1)	12,825	11,204	10,188	11,309	
Traffic violations					7,827
Photo radar					1,686
Photo red light					2,449
Right turn on red					4,115
Intersection speed					12,687
Calls for service response time (minutes)	6.17	6.57	6.45	6.87	7.5
Highways and streets					
Overall Average Pavement Condition Index 70-100=good	83	76	76	76	77
Education					
Main Library - number of items in collection	345,909	331,344	301,103	298,225	282,190
Branch Library - number of items in collection	61,994	61,373	64,715	67,700	70,829
Number of direct customer transactions	3,800,000	3,700,000	3,200,000	2,824,604	2,625,000
Number of annual circulation	2,658,662	2,479,858	2,400,000	2,625,000	2,635,000
Cultural and recreation					
Number of arts & cultural events presented	69	60	42	20	19
Number of participating artists and performers	450	400	600	407	407
Business-type activities:					
Water					
Number of City accounts	18,068	18,134	18,153	18,295	22,276
Average daily consumption (in millions of gallons)	6.73	7.45	6.89	7.15	7.59
Sanitary Sewer and Storm:					
Number of accounts	22,819	22,895	22,960	23,054	23,225

Sources: Various City of Beaverton departments.

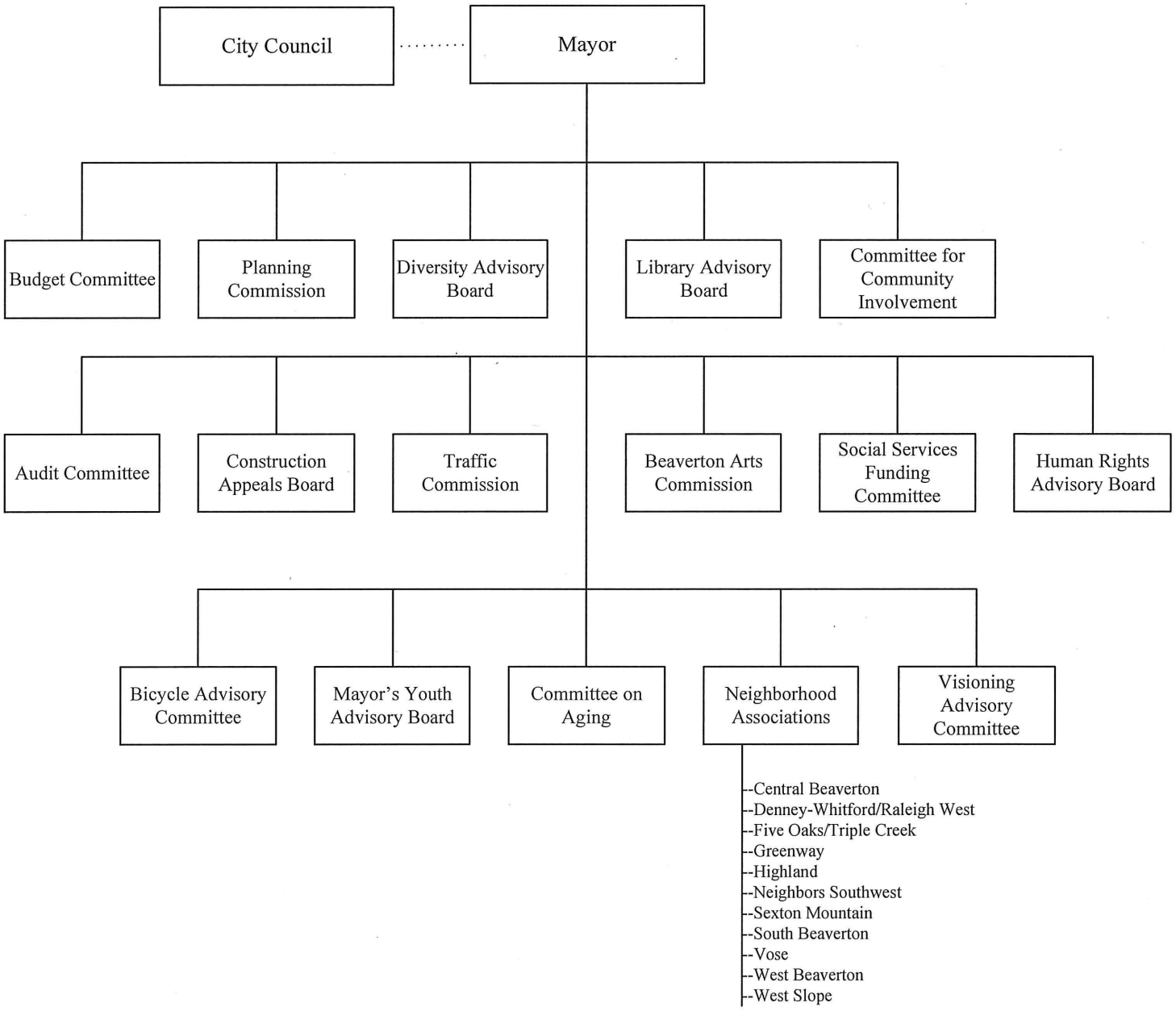
(1) Information is obtained from the Municipal Court citation issuance report and is presented in detail beginning FY 2019.

Preface

- Boards, Commissions & Committees
- The Budget Process and Cycle
- Budget Calendar
- Statement of Financial Policies
- Budgetary Fund Structure
- Fund Description
- Listing of Funds, Departments & Programs

Beaverton
OREGON

City of Beaverton
Boards, Commissions & Committees



BOARDS AND COMMISSIONS

AUDIT COMMITTEE
The committee is a subcommittee of the City's Budget Committee. The Audit Committee consists of three members, one of whom is a member of the City Council and two who are current or previous citizen members of the Budget Committee. The Committee reviews the City's financial statements and facilitates an analysis of the annual audit report which is submitted to the Council.

BEAVERTON ARTS COMMISSION
The commission was established to encourage greater opportunities for and recognition of arts in the Beaverton area and to stimulate private and public initiative and financial support of programs and activities in the arts and to encourage broad public participation in the understanding of programs in the arts. The powers and authorities of the commission is exercised by a board comprised of twenty-one members appointed by the Mayor and confirmed by the Council. The Mayor or Mayor's designee serves as an ex officio member of the board and possesses the right to attend all meetings and participate in discussions but is not entitled to vote on issues.

BICYCLE ADVISORY COMMITTEE
The committee consists of nine members who represent Beaverton's bicycling community. The committee promotes bicycle use in and around the City of Beaverton; provides City staff with public review of proposed projects as they may affect bicycle circulation, access, and general use; evaluates the existing bikeway system and recommends development priorities for the Bikeway Capital Improvement Program.

BUDGET COMMITTEE
The committee consists of Council and five members who are residents of the City and are not officers or employees of the City. The members are appointed by the Mayor and confirmed by the Council. The committee elects its own chairperson, vice-chairperson and secretary. Minutes of the meetings are kept and made available to anyone upon request. The committee hears the budget message, receives and deliberates on the budget document, and forwards the budget to the City Council for formal adoption.

CONSTRUCTION APPEALS BOARD
The members of the board are appointed by the Mayor, subject to confirmation by the Council and serve at the pleasure of the Mayor and Council. The board consists of nine members who are not Council members, officers, or employees of the City. The chairperson and the vice-chairperson are selected by the Council. The City Building Official or their designees serve as the secretary of the board, sit with the board and take part in discussions during board meetings but do not have the right to vote. The board is in charge of hearing and deciding on appeals filed by contractors, developers or homeowners to determine the suitability of alternate materials and methods of construction and provide for reasonable interpretations of the provisions and standards applicable to the Building Code and related activities.

COMMITTEE FOR COMMUNITY INVOLVEMENT
The committee is comprised of five members at large appointed by the Mayor and confirmed by the Council and one member from each duly recognized neighborhood association committee within the City. The total number of neighborhood association committee representatives to the Committee for Community Involvement is limited to thirteen. The committee acts in an advisory capacity to the Council. Its duties are to recommend to the Council, Planning Commission and Planning staff, a program to assure the continuous opportunity for affected citizens to exchange ideas and information with City government and to monitor and evaluate community involvement programs that the Council may adopt and publicize.

DIVERSITY ADVISORY BOARD
The board is composed of 13 members appointed by the Mayor and confirmed by the Council. The board advises the Mayor and City Council on equity and inclusion strategies that strengthen connections among diverse communities living in Beaverton and with the city government.

HUMAN RIGHTS ADVISORY BOARD
The board consists of nine members appointed by the Mayor and confirmed by the Council. The board acts in an advisory capacity to the Council and its duties and functions are to promote harmonious intergroup relations within the City by enlisting the cooperation of various racial, religious, and nationality groups, business, community, labor and governmental organization and other groups.

BOARDS AND COMMISSIONS (continued)

LIBRARY ADVISORY BOARD

The board consists of seven members appointed by the Mayor and confirmed by the Council. The board elects its own chairperson and vice-chairperson and the City Librarian is the staff liaison to the board. The board, in consultation with the City Librarian, acts on matters pertaining to the City Library operations and makes recommendations to the Mayor and the Council. The board is also in charge of reviewing recommending expenditures from the Library Trust Fund.

MAYOR'S YOUTH ADVISORY BOARD

The board consists of 26 members selected by the Mayor through an application process. Members must be enrolled in a Beaverton area high school. The board represents the views of youth to the general community; provides review and comment to elected officials and decision-makers regarding public issues, projects and proposals which have significant impact on the youth; educates the general public concerning issues affecting youth; performs conciliatory services that do not conflict with the functions of any other government agency or city department; and makes recommendations concerning solutions to specific problems affecting youth in the City.

NEIGHBORHOOD ASSOCIATION COMMITTEES (NAC)

NACs are recognized at City Hall as the official voice of each neighborhood. NACs provide a forum for neighbors to be involved in decision making about issues such as new housing developments, roadway improvements, traffic concerns, parks and open spaces, community planning, community-oriented policing, infills and developments.

PLANNING COMMISSION

The commission consists of seven members who are residents of the City and are not Council members, officers, or employees of the City. The members are appointed by the Mayor and confirmed by the Council. The Mayor, City Attorney, and other such personnel that the Council may from time to time designate, are entitled to sit with the commission, take part in discussions, but may not have the right to vote on issues. The commission elects its own chairperson and vice-chairperson and the City Planning Director serves as the commission secretary and is in charge of keeping an accurate record of all commission proceedings. The commission is in charge of review and approval of all matters related to development and the City's general plan.

COMMITTEE ON AGING

The committee consists of eleven members appointed by the City Council. Nine members must be City residents, while two at-large members may reside outside of the City. The committee represents the views of seniors to the general community; provides review and comment to elected officials and decision makers regarding public issues, projects, and proposals which have a significant impact on the elderly; educates the general public concerning issues affecting older persons through publication of information and public forums; and recommends solutions concerning specific problems affecting senior citizens in the City.

SOCIAL SERVICES FUNDING COMMITTEE

The Social Services Funding Committee reviews social service grant applications and provide funding recommendations to the Mayor and City Council on an annual basis. Board members have the opportunity to learn about the nonprofit and social service agencies operating in Beaverton and the important services and programs they provide to low-income Beaverton residents.

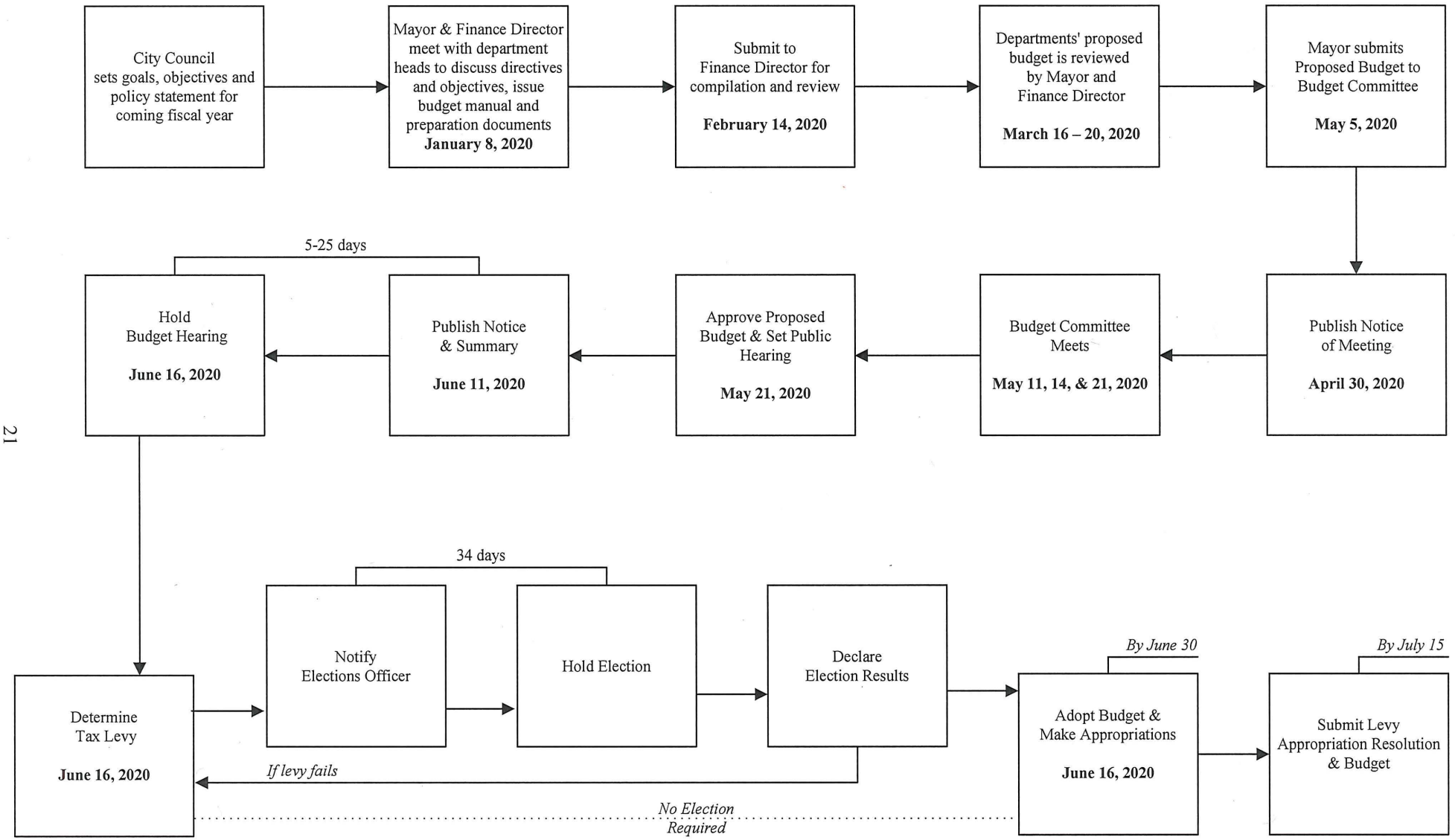
TRAFFIC COMMISSION

The commission consists of seven members who are residents of the City and are not Council members, officers, or employees of the City. The members are appointed by the Mayor and confirmed by the Council. The Mayor, City Attorney, and other such personnel that the Council may from time to time designate, are entitled to sit with the commission, take part in discussions, but may not have the right to vote on issues. The commission board acts in an advisory capacity to the Council on traffic safety issues of a neighborhood or greater significance, assists in promulgating standards and policies relating to neighborhood traffic management, and reviews and comments upon changes to traffic patterns and programs proposed by the city, county or state.

VISIONING ADVISORY COMMITTEE

The committee consists of thirteen members appointed by the Mayor with the approval of the City Council. The members represent many aspects of Beaverton's citizens and business community. The Visioning Advisory Committee serves to promote the City's citizen-based visioning process; encourage continued citizen involvement in visioning; establish and update a City visioning action plan; and provide regular updates to City Council and the community regarding the visioning process.

THE BUDGET PROCESS



NOTE: Supplemental budgets are adopted through the same process as the regular budget.

THE BUDGET CYCLE

Budgeting is not something done once a year. It's a continuous operation, and it takes 12 months to complete a cycle. The budgeting process has five parts: the budget is prepared, approved, adopted, executed and reviewed by audit. The budget is prepared far enough in advance so that it can be adopted before June 30. After adopting the budget, the governing body will make the necessary appropriations and certify the tax levy to the county assessor.

To provide an overview of the budget cycle the major steps of the budgeting process are outlined below.

Preparing the Budget

1. *Budget Officer Appointed.* Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. For the City of Beaverton, the budget officer as by charter is the Mayor.

2. *Proposed Budget Prepared.* The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee.

   As part of the budget process, City departments request operating capital needs to meet the following objectives; safety requirements, replacement schedules, and improved operational efficiencies. All capital requests are reviewed by the Mayor, Chief Administrative Officer and the Finance Director and are prioritized and recommended for funding based upon these objectives. This year's available operating capital funding was sufficient to fund all the necessary requests.

   In conjunction with the budget process, the City prepares a separate ten-year Capital Improvements Plan (CIP). Appropriations for the Fiscal Year (FY) 2020-21 CIP projects are incorporated into the FY 2020-21 budget. The complete CIP is presented in a separate document.

   In the City of Beaverton, the Mayor designates an Internal Budget Review Committee consisting of himself, the Finance Director, and the Chief Administrative Officer. The committee is in charge of assisting the Mayor in reviewing budget requests of the various City departments, identifying program costs and making budget cuts if necessary to ensure that the budget to be submitted to the Budget Committee is a balanced budget.

Approving the Budget

3. *Publish Notice.* After the proposed budget is prepared, a "Notice of Budget Committee Meeting" is published. The notice may contain the dates, times and place of the meetings. The notice must be published in a newspaper of general circulation and on the City's website, 5 to 30 days before the scheduled budget committee meeting date.

4. *Budget Committee Meets.* By state law, the Budget Committee consists of the five elected City Councilors and an equal number of citizen members that are appointed to three-year terms by the Mayor and approved by Council. The budget officer may make the proposed budget available to each member of the budget committee not more than 10 days before the meeting. The budget officer may choose to distribute the budget at the meeting, rather than earlier. At the time the budget is made available to the committee, it becomes public record and must be made available to anyone who is interested in viewing it.

   The budget message is delivered at the first meeting. The budget message explains the proposed budget and significant changes in the local government's financial position. After the initial meeting, the budget committee may meet as many times as needed to revise and complete the budget.

5. *Committee Approves Budget.* When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, it is approved.

Advertising and Holding Hearings

6. *Budget Summary and Notice of Budget Hearing Published.* After the budget is approved, a budget hearing must be held by the governing body of the local government. The governing body must publish a Budget Summary and Notice of Budget Hearing five to 25 days before the scheduled hearing. This information must appear in a newspaper of general circulation, be posted on the City's website, be mailed or hand delivered. If no newspaper is published in the local government and the total estimated expenditures in the approved budget do not exceed $50,000, the summary and hearing notice may be posted.

   If the local government posts the summary and notice, a second notice of budget hearing must be published in a newspaper of general circulation, mailed,

or hand delivered five to 30 days before the scheduled hearing.

7. *Budget Hearing Held.* The budget hearing must be held by the governing body on the date specified in the public notices. The purpose of the hearing is to listen to citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Adopting the Budget

8. *Budget Adopted, Appropriations Made, Tax Levy Declared.* By law, the governing body may make changes in the approved budget before it is adopted. However, there are limitations:

   a. Taxes may not be increased over the amount approved by the budget committee.

   b. Estimated expenditures in a fund cannot be increased by more the $5,000 or 10 percent, whichever is greater.

   Neither of the two limitations can be exceeded without first publishing a revised Budget Summary and holding another budget hearing.

   After the budget hearing, and after considering relevant testimony, the governing body adopts the budget. **It should not be formally adopted until the latter part of June**, so last-minute revisions to revenue or expenditure estimates can be incorporated.

   The governing body must prepare a resolution or ordinance to formally adopt the budget. The budget then becomes the basis for making appropriations and for certifying the tax levy. The resolution or ordinance must be adopted no later than June 30.

9. *Levy Certified.* The final step in the budget cycle is to certify the tax levy to the county assessor. Two copies of the notice of levy and the categorization certification (form LB-50) which contains the statement of the budget committee approved tax amounts and/or tax rates; two copies of the resolution statements that adopt the budget, make appropriations, and impose and categorize taxes; and two copies of any successful tax ballot measures.

Budget Changes after Adoption

The budget may be adjusted by various types of resolutions passed by the City Council or by a formal Supplemental Budget process.

10. *Resolutions.* The budget may be amended by enactment of a Council Resolution for the following transfers of appropriations; Transfer of resources between funds, Transfers between major categories within a fund, and Transfers from a fund's contingency account to other expense categories within that fund with the limitation that the transfers cannot exceed 15% of that fund's total appropriations. Resolutions can also authorize expenditures funded from the receipt of special purpose grants, gifts and bequests, or bond proceeds and related debt service.

11. *Supplemental Budget.* The budget may be amended during the applicable fiscal year through the adoption of a supplemental budget. The supplemental budget process is required under the following conditions,

    a. When the transfers from a fund's contingency account exceeds 15% of that fund's total appropriations,
    b. The creation of a new fund,
    c. The creation of an expense category that does not already exist in a fund,
    d. To recognize revenues that are received but were not planned for in the budget and the entity would like to spend those increased revenues during the fiscal year,
    e. An occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning or creates a pressing necessity for prompt action.
    f. Funds were made available by another unit of federal, state or local government and the availability of such funds could not have been ascertained at the time the budget was prepared.
    g. A request for services or facilities, the cost of which shall be supplied by private individual, corporation or company or by another unit of government and the amount could not be ascertained at the time the budget was prepared.
    h. Proceeds from involuntary destruction, involuntary conversion, or sale of property have necessitated the immediate purchase, construction or acquisition of different facilities in order to carry on the governmental operation.
    i. A sufficiently greater amount of ad valorem taxes than estimated are received during the fiscal year, and the difference will significantly affect the level of government operations to be funded by those taxes for the current year.

Supplemental budgets are adopted through the same process used for adoption of the regular budget, including the use of public hearings and shall not extend beyond the end of the fiscal year during which it is submitted.

FY 2020-21 BUDGET CALENDAR

January 8, Wednesday	Budget Preparation Workshop (10:00 a.m. – noon in Council Chambers); Mayor to give direction to staff. **All Department Heads and Division Managers.**
January 10, Friday	Access given to the budget preparation system and supplemental system.
Jan. 13 – Feb. 14	Departments to prepare budgets for submission to Finance. • Line Item Budgets and Justifications Due **1/24/20** • Wage Preparation Worksheets Due **1/31/20** • Capital Projects Due **2/7/20** • Goals & Objectives Due **2/14/20**
Feb. 3 – Feb. 28	Compilation of budget by Finance Department.
March 4, Wednesday	Internal budget to Reprographics for printing
March 11, Wednesday	Distribute budget to Mayor, Mayor's Office Director, and Department Heads.
March 16 – March 20	Internal budget review by Mayor, Mayor's Office Director, and Finance Director with Department Heads.
March 23 – April 17	Recompile budget with internal review recommendations.
April 27, Monday	Proposed budget to Reprographics for printing
April 30, Thursday	Publish Notice of Initial Budget Committee Meeting and proposed Revenue Sharing use in the newspaper and to the City's website.
May 5, Tuesday	Submit budget to Budget Committee. Dates for Budget Committee and Revenue Sharing Meeting. (6:00 p.m., Council Chambers): Monday, May 11 Thursday, May 14 Thursday, May 21
June 4, Thursday	Post Notice of Public Hearing and Budget Summary to the City's website.
June 11, Thursday	Publish Notice of Public Hearing and Budget Summary in the newspaper.
June 16, Tuesday	Council adopts FY 2020-21 Budget & BURA Bd. Adopts FY 2020-21 Budget
No later than July 15	Tax Levy Certified to County Assessor. Publication of Availability for Revenue Sharing.

STATEMENT OF FINANCIAL POLICIES

The purpose of this section is to present the policies that the City follows in managing its financial and budgetary affairs. These are general statements of policies which represent long-standing principles, traditions and practices that have guided the City to maintain its financial stability.

OPERATING BUDGET POLICIES

1. Essential City services will receive first priority for funding. For the purpose of this policy, essential services refer to services that protect lives and property and those that protect the City from liability.

2. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses.

3. The City's Balanced Budget Policy is that a budget is considered balanced when the fund's total resources of beginning fund balance or working capital, revenues and other financing sources is equal to the total of expenditures, other financing uses and ending fund balance, contingency or working capital.

4. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.

5. The City will integrate performance measurement and productivity indicators within the budget.

CAPITAL IMPROVEMENT PROGRAM

1. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan. The City Council establishes principles and priorities for the selection of capital improvement projects. These are reviewed annually prior to the annual budget process.

2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

   Capital projects will conform to the following criteria:

   - will be part of an approved City plan
   - will be part of an adopted maintenance/ replacement schedule
   - will minimize operating costs
   - will be selected according to the established Capital Improvement Program

DEBT POLICIES

1. The City will confine long-term borrowing to capital improvements and moral obligations.

2. The City will follow a policy of full disclosure on every financial report and bond prospectus.

3. The City will maintain its current underlying bond rating of AA+ and will secure agency ratings on all its bonds.

4. General obligation debt will not be used for enterprise activity.

5. The City shall ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287.004 (Oregon Revised Statutes).

6. The City will use voted general obligation debt to fund general purpose public improvements which cannot be financed from current revenues.

REVENUE POLICIES

1. The City will try to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.

2. The City will follow an aggressive policy of collecting revenues.

3. The City will establish all user charges fees at a level related to the full costs (operating, direct, indirect and capital) of providing the service. The City will review fees/charges periodically.

4. The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges.

5. Enterprise and Internal Service operations will be self-supporting.

INVESTMENT POLICIES

1. The City has a formal investment policy that has been approved by the City Council in October 2014 and accepted by the Oregon Short Term Fund Board, which permits investment maturities up to 5 years.

2. Annually, the policy is updated and re-adopted by the City Council by resolution with the most recent version adopted February 2019.

3. The investment policy's objectives is to maintain a diversified portfolio while obtaining the best possible return on all investments within the limits of state law and prudent investment practices.

ACCOUNTING, AUDITING AND BASIS OF ACCOUNTING POLICIES

1. An independent audit will be performed annually.

2. The City will issue annually its Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing and Financial Reporting (GAAFR).

GENERAL OPERATING CONTINGENCIES AND FUND BALANCE POLICY

It is the intent of the City that the estimate for general operating contingencies shall be based on the assumption that certain expenditures will become necessary which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event; therefore, expenditures which are known to be necessary and can be reasonably ascertained and anticipated but which are too small in amount to list separately should not be funded by operating contingencies.

The City will adhere to the policy that expenditures which are anticipated, expected to occur during the fiscal year and can reasonably be estimated should be part of the basic budgeted appropriation. The estimate for general operating contingencies should not be used to cover up improper or poor estimating practices in the preparation of the budget. The fact that an operation had changed from a preceding year, which change was anticipated is not a reason for charging the additional expenses to the general operating contingencies.

Each fund has a contingency level to cover the fund's continuing operations and, if applicable, designated amounts to fund future construction projects or fund reserves.

At each fund tab in the budget, the reader is presented a schedule showing the fund's actual operations for the past two fiscal years plus the budgeted and estimated operating results for the past budget year and this year's adopted budget. Included in the schedule is a detailed explanation of the fund's contingency level.

The City Council has approved a formal Fund Balance/Contingency Policy in December 2018 that establishes two targets by fund as a percentage of operations; one at budget development and one at year end as follows:

Fund	At Budget Adoption		At Fiscal Year End
General	11%		17%
Street	11%		17%
Building	42%		42%
Lodging Tax	42%		42%
Library	11%		17%
Water Operating	42%		67%
Water Construction	$750,000		$750,000
Sewer	42%		67%
Storm Drain	42%		67%
Reprographics	4%		8%
Garage	4%		8%
Information Systems	4%		8%
Public Works Admin	4%		8%
Insurance Agency	8%		8%

CAPITAL IMPROVEMENT PLAN AND DEFINITION OF CAPITAL COSTS

It is the policy of the City that current operating revenues may be used only to fund current operating expenditures. It is also the policy of the City that capital expenditures for infrastructure improvements be funded by resources that are specifically collected for this purpose. It is in the debt policy statement that long-term borrowing will be confined to capital improvement projects and that general obligation debt will not be used to fund enterprise activities. All major capital projects are in the City's Ten Year Capital Improvement Plan. Projects in the first year of the CIP Plan are funded with current resources and are included in the budget, and the remaining projects are funded in the plan with expected future resources. Each year the CIP is updated with the next ensuing year's projects and brought into the budget process and adopted by the City Council.

The City's vehicles used by governmental funds have been placed on an amortization replacement schedule. Funds are accumulated in each governmental fund's replacement reserve account to replace the vehicles as they reach their useful life.
The effect that capital improvements have on the current and future operational budgets is detailed in the Capital Outlay section.

The City's Capital Outlay threshold is any single piece of equipment that costs over $10,000. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

BUDGETARY FUND STRUCTURE

The table below shows the basic financial structure of the City of Beaverton. The table lists all funds (with major funds so indicated) and shows the major revenue source and the services provided through each fund.

1. GENERAL FUND (Major Fund)

This fund accounts for the basic operation of the City which is not accounted for in other funds.

Major Revenue Sources:
- Property taxes
- Licenses and permits
- Right of Way (ROW) fees
- Other shared revenues not accounted for in other funds
- Administrative and general overhead charges

Major Services Provided:
- Police protection
- General administration
- General government services
- Planning, treasury and municipal court

2. SPECIAL REVENUE FUNDS

These funds account for proceeds of specific revenue sources (other than Special Assessments, Expendable Trusts or for major capital facilities) that are legally restricted to expenditures for specified purpose.

Special Revenue Funds:
- Street Fund (Major Fund)
- Metro Affordable Housing Bond Fund
- Building Operating Fund
- Community Development Block Grant
- Lodging Tax Fund
- Traffic Impact / Development Tax Fund
- Transportation System Development Charge
- Library Fund (Major Fund)
- Beaverton Urban Redevelopment Agency

Major Revenue Sources:
- State and county gas tax
- Federal Block Grant Funding
- System development fees/traffic impact fee
- Building inspection fees
- Library local option levy

Major Services Provided:
- Street maintenance and landscaping
- Street lighting and traffic control
- Funding of capital improvement program
- Building code administration
- Library services

3. DEBT SERVICE FUNDS

These funds account for the payment of general obligation and assessment debts.

Debt Service Funds:

- General Bonded Debt Fund
- Special Revenue Debt Fund
- Assessment #1 Fund

Major Revenue Sources:

- Property tax levy
- Right-of-Way use fees (franchise fees)
- Assessments from benefited property owners

Major Services Provided:

- Payment of maturing principal and interest on general bond obligations
- Payment of maturing principal and interest on improvement bonds

4. CAPITAL PROJECTS FUNDS

These funds account for financial resources to be used for the acquisition or construction of major capital facilities.

Capital Improvement Project Funds:

- Capital Projects Fund (Major Fund)
- Capital Development Fund
- Assessment Projects Fund

Major Revenue Sources:

- Sale of City property
- Federal and state grants
- Transfers from other City funds
- Proceeds of general obligation bond sale

Major Services Provided:

- Acquisition, construction and improvement of City facilities

5. ENTERPRISE FUNDS

Water Fund (Major Fund):

- Water Operating Fund
- Water Debt Service Fund
- Water Construction Fund

This fund accounts for the sale of treated water and for the operation, maintenance, financing and construction of the City's water system.

Major Revenue Source:

- Sale of water to residential and commercial customers, system development charges and system connection fees.

Major Services Provided:

- Quality water services

Sewer Fund (Major Fund):

This fund accounts for collection of sewer charges and fees from residential and commercial customers to pay for the cost of maintenance of the City's sanitary sewer system.

Major Revenue Sources:

- Sewer charges and fees
- System development charges

Major Services Provided:

- Sewage collection and line maintenance

Storm Drain Fund (Major Fund):

This fund accounts for storm drainage connection fees and user fee charges to property owners to finance the maintenance of the City's storm drainage system and cleanup of the tributaries and to monitor water quality.

Major Revenue Sources:

- Storm drainage fees
- Storm drainage connection fees
- Erosion control fees

Major Services Provided:

- Street sweeping
- Maintenance of storm sewer facilities
- Inspections

6. INTERNAL SERVICE OPERATION

This fund type accounts for the financing of goods and services provided by one City department to another on a cost-reimbursement basis.

Internal Service Funds (All Non Major):
- Reprographics
- Information Systems
- Garage
- Insurance Agency
- Public Works Administration

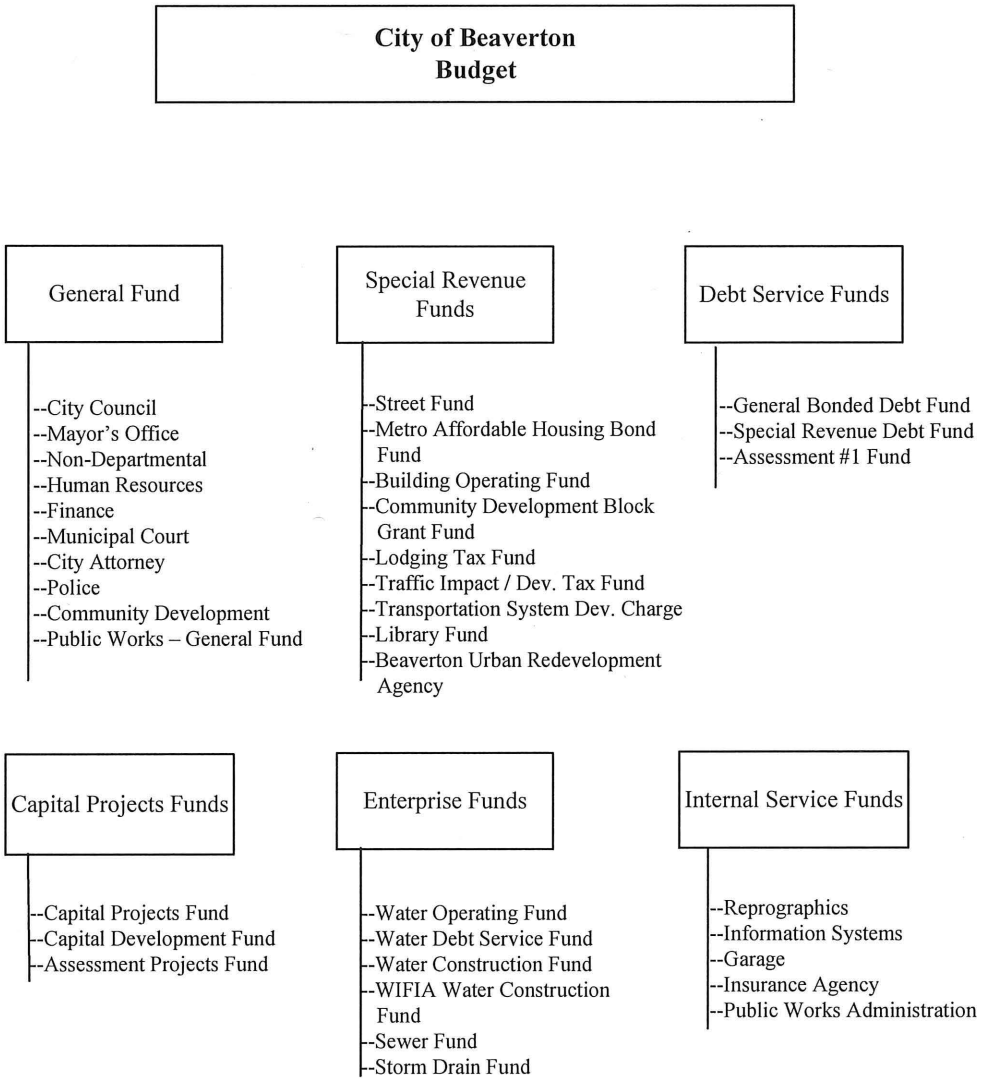
Major Revenue Source:

- Charges to other City departments

Major Services Provided:

- Printing and graphics
- Information technology
- Fleet maintenance
- Self-insurance
- Building maintenance

Budgetary Fund Structure



FUND DESCRIPTION

The City reports the following major governmental funds:

- General Fund
  This is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, state and county shared revenues and fines and forfeitures. Primary expenditures are for general government, planning and development, engineering services, and public safety.

- Street Fund
  Accounts for receipts and expenditures of revenues from county gasoline tax and state gasoline taxes apportioned from the State of Oregon, and expenditures as specified under Article IX, Section 3 of the Constitution of the State of Oregon.

- Library Fund
  Accounts for receipts and expenditures of revenues from a county library special levy and property taxes levied for operation of the City library.

- Capital Projects Fund
  Accounts for the construction of major collector, arterial, and residential street infrastructure facilities. Grants, transfers from other funds, and intergovernmental revenues comprise its major sources of funds.

The City reports the following major proprietary funds:

- Water Fund (This fund consists of four budgetary funds, Water Operating Fund, Water Debt Service Fund, Water Construction Fund, and WIFIA Water Construction Fund that are combined as one Enterprise Fund to be in accordance with accounting principles generally accepted in the United States of America.)
- Sewer Fund
- Storm Drain Fund

These funds account for the operations, maintenance, debt service and capital construction projects for water, sewer and storm water which are funded mostly through monthly user fees, system development fees, other extra capacity revenues and bond sale proceeds.

Additionally, the City reports non-major funds within the governmental fund type as follows:

- Special Revenue Funds (6 nonmajor special revenue funds)
  Account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. The City's Special Revenue Funds include Building Operating, Metro Affordable Housing Bond, Community Development Block Grant, Traffic Impact / Development Tax, Transportation System Development Charge, and Beaverton Urban Redevelopment (BURA).

- Debt Service Funds (4 nonmajor debt service funds)
  Account for the accumulation of resources and payment of principal and interest on general obligation, local improvement (Bancroft), and other long-term debt of governmental funds. The City's debt service funds include General Obligation Debt, Special Revenue Debt, Special Assessment Debt, and BURA Debt Service Fund.

- Capital Projects Funds (2 nonmajor capital projects funds)
  Account for the acquisition or construction of major capital civic facilities and for the construction of the street, water and sewer projects to be financed by assessments to benefited property owners. The primary financial source of these funds is bond sale proceeds. The City's capital projects funds include the Capital Development Fund and the Assessment Projects Fund.

Additionally, the City reports the following fund type:

- Internal Service Funds
  Internal service funds account for those activities and services furnished internally to other organizational units within the City on a cost reimbursement basis. Charges are made to the various departments to support these activities. The City's internal service funds include Reprographics, Garage, Information Systems, Insurance Agency, and Public Works Administration. The aggregate of all internal service funds are reflected in the fund financial statements.

Listing of Funds and Department and Programs Within the Funds

001 General Fund

City Council (Department 05)
- Policy Development – Program 0511

Mayor's Offices (Department 10)
- Mayor's Administration – Program 0521
- Mayor's Office Programs Admin – Program 0522
- Building Maintenance Services – Program 0450
- Web Management – Program 0525
- Cultural Inclusion – Program 0526
- Events - Program 0527
- Community Services - Program 0529
- City Recorder & Election Admin – Program 0531
- Public Information Marketing & Communications – Program 0537
- Emergency Management - Program 0635
- Homeland Security Grant / Even Award Yrs. - Program 0636
- Homeland Security Grant / Odd Award Yrs. - Program 0639
- Center for Mediation & Dialogue - Program 0655
- Sustainability - Program 0656
- Recycling - Program 0657
- Neighborhood and Public Involvement - Program 0659

Non-Departmental (Department 13)
- Under control of the Finance Department 20
  - Non-Departmental (General City-wide Cost Center) - Program 0003
- Under control of the Mayor's Office Department 10
  - Beaverton Central Plant - Program 0006
- Under control of the Mayor's Office Department 10
  - Beaverton Building Operations - Program 0007
- Under control of the Mayor's Office Department 10
  - Griffith Building Operations - Program 0008

Human Resources (Department 15)
- Management and Employee Services - Program 0534
- Organizational Development - Program 0536

Finance (Department 20)
- Financial Administration - Program 0541
- Purchasing - Program 0542
- Finance Operations - Program 0548

Municipal Court (Department 45)
- Court Services – Program 0571
- Federal DUII Court ODOT Grant – Program 0573
- Federal Bureau of Justice Admin Grant – Program 0576

City Attorney (Department 50)
- Office Services & Records Management - Program 0533
- General Legal Services - Program 0581

Listing of Funds and Department and Programs Within the Funds

Police (Department 60)
- Administration – Program 0611
- Public Safety Center Operations – Program 0620
- Support Services – Program 0621
- Field Services (Patrols) – Program 0622
- Investigative Services (Detectives) – Program 0623
- Community Services – Program 0625
- Photo Radar Van Traffic Enforcement - Program 0626
- Intersection Photo Enforcement - Program 0627
- Justice Assistance Grant (JAG) – Program 0637

Community Development (Department 70)
- Administration & Support – Program 0661
- Economic Development Program – Program 0654
- Development Division – Program 0662
- Planning Division – Program 0676
- BURA Program Administration – Program 0696
- Site Development Division – Program 0701
- Transportation Planning – Program 0738

Capital Development - Engineering (Department 72)
- Engineering Management Services – Program 0703

Public Works (Department 85)
- Landscape Maintenance – Program 0772

Street Fund

Capital Development – Engineering (Department 72)
- Traffic & Transportation Management – Program 0735

Public Works (Department 85)
- Street Maintenance – Program 0732
- Traffic Control & Maintenance – Program 0733
- Urban Forestry Services – Program 0775
- Street Lighting & Maintenance – Program 0811

Metro Affordable Housing Bond Fund

Community Development (Department 70)
- Metro Affordable Housing Bond – Program 0660

Building Operating Fund

Community Development (Department 70)
- Administration – Program 0664
- Plan Review & Permits – Program 0665
- Inspections (Structural, Mechanical & Plumbing, and Electrical) – Programs 0666, 0667, and 0668

Community Block Grant Fund (Federal Funding) (Department 70)

Lodging Tax (TLT) Fund

Finance (Department 20)
- Arts Program – Program 0528
- Patricia Reser Center for the Arts (PRCA) Facility Development – Program 0802

Listing of Funds and Department and Programs Within the Funds

Transportation Systems Development Charge Fund
- Capital Development – Engineering (Department 72)
  - Transportation Improvements – Program 0669

Traffic Impact / Development Tax Fund
- Capital Development – Engineering (Department 72)
  - Transportation Improvements – Program 0669

Library Fund
- Library (Department 35)
  - Library Administration – Program 0551
  - Materials & Operations – Program 0552
  - Access Services – Program 0553
  - Public Services & Programming – Program 0554
  - Library Collection & Community Engagement – Program 0555
  - Branch Library – Program 0558
  - Library Trust – Program 0559
  - Library Building Operations & Maintenance – Program 0560

General Bonded Debt Fund
- Finance (Department 20)
  - Debt Service – Program 0001

Special Revenue Debt Fund
- Finance (Department 20)
  - Beaverton Building Debt – Program 2001

Capital Development Fund
- Under control of the Finance Department 20
  - Property Acquisition – Program 3513
  - Various Capital Development Projects Programs

Capital Projects Fund
- Infrastructure Projects (Department 75 a sub-department of Capital Development - Engineering Dept. 72)
  - Various Construction Projects Programs

Assessments (Local Improvement Districts) Debt Service
- Finance (Department 20)
  - Debt Service – Program 0001

Water Fund
- Finance (Department 20)
  - Utility Billing – Program 0545
- Capital Development – Engineering (Department 72)
  - Enterprise Management and Administration – Program 0740
- Public Works (Department 85)
  - Water Services – Program 0741
  - Water System Distribution – Program 0742
  - Water System Quality – Program 0743

Listing of Funds and Department and Programs Within the Funds

Sewer Fund
- Finance (Department 20)
  - Utility Billing – Program 0545
- Capital Development – Engineering (Department 72)
  - Enterprise Management and Administration – Program 0740
- Public Works (Department 85)
  - Sewer System Maintenance – Program 0753
  - Sewer System Construction – Program 0757

Water Debt Service Fund
- Public Works (Department 85)
  - Debt Service – Program 0001

Storm Drain Fund
- Finance (Department 20)
  - Utility Billing – Program 0545
- Capital Development – Engineering (Department 72)
  - Enterprise Management and Administration – Program 0740
- Public Works (Department 85)
  - Storm Drain System Maintenance – Program 0734
  - Storm Drain Construction – Program 0739

Internal Services Funds

Reprographics Fund
- Reprographics (Department 25 a sub-department of Mayor's Dept. 10)
  - Reprographics Services – Program 0721

Garage Fund (Vehicle Fleet Services)
- Public Works (Department 85)
  - Fleet Maintenance – Program 0762

Information Systems Fund
- Information Systems (Department 30 a sub-department of Finance Dept. 20)
  - GIS Services – Program 0678
  - Systems and Programming – Program 0711
  - Computer System Operations – Program 0712
  - New Technology Projects – Program 0713

Public Works Administration Fund
- Public Works (Department 85)
  - Management Services – Program 0681

Insurance Agency Fund
- Insurance (Department 40 a sub-division of the City Attorney's Office Dept. 50)
  - General Liability and Comprehensive Insurance - Program 0010
  - Workers Compensation - Program 0014
- Insurance (Department 40 a sub-division of Human Resources Dept. 15)
  - Unemployment - Program 0015
  - Medical and Dental - Program 0016

Listing of Funds and Department and Programs Within the Funds

Urban Redevelopment Agency Funds

Beaverton Urban Redevelopment Agency (BURA) Tax Increment Fund
- Urban Renewal Agency (Department 95 a sub-division of Community Development Department 70)
  - BURA Administration – Program 0691

BURA Capital Project Fund
- Urban Renewal Agency (Department 95 a sub-division of Community Development Department 70)
  - Parking Garage Lot 2 – Program 6501
  - BURA Land Acquisition – Program 6503
  - Parking Pay Stations – Program 6506

BURA Program and Activities Fund
- Urban Renewal Agency (Department 95 a sub-division of Community Development Department 70)
  - BURA Program and Activities – Program 0694

BURA Debt Service Fund
- Urban Renewal Agency (Department 95 a sub-division of Community Development Department 70)
  - BURA Debt Service Program – Program 0693

Financial Summaries

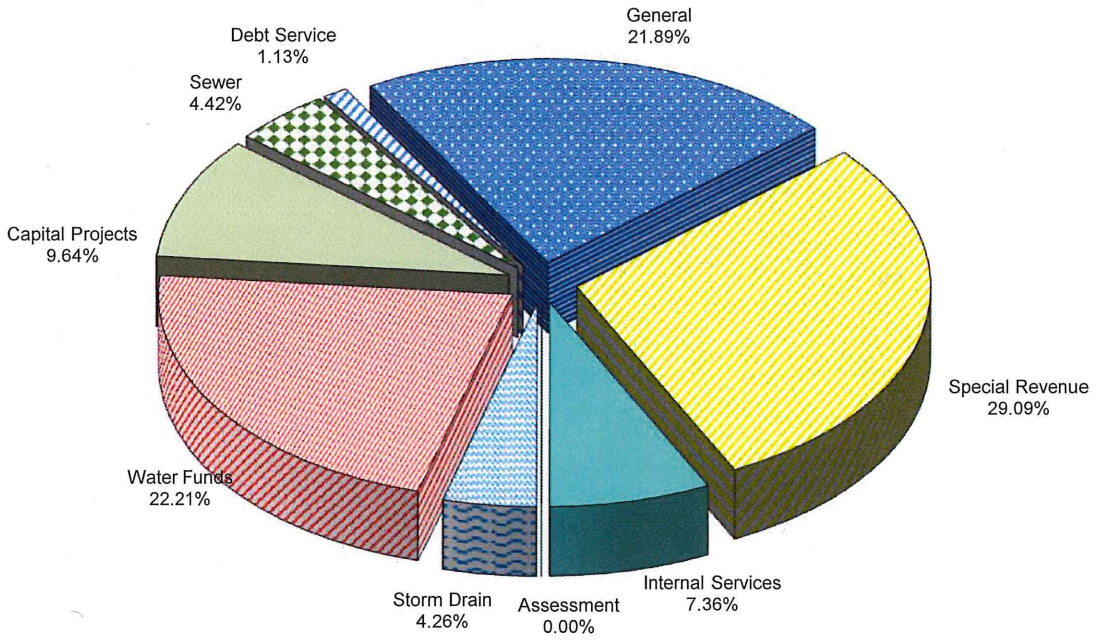
- All Funds and Fund Types Expenditures
- Summary of Revenues and Expenditures For Major Funds
- Summary of Revenues and Expenditures For Non Major Funds
- Summary of Increases and Decreases of Total Fund Balances
- Explanation of Increases and Decreases in Fund Balances
- Summary of Revenues – All Funds
- Summary of Expenditures – All Funds
- Revenue Trends and Assumptions
- Projection of General Fund Revenues and Expenditures
- Capital Outlay Requests
- Capital Asset Statistics by Function/Program
- Positions Summary
- Full-Time Equivalent City Government Employees by Function/Program

Beaverton
OREGON

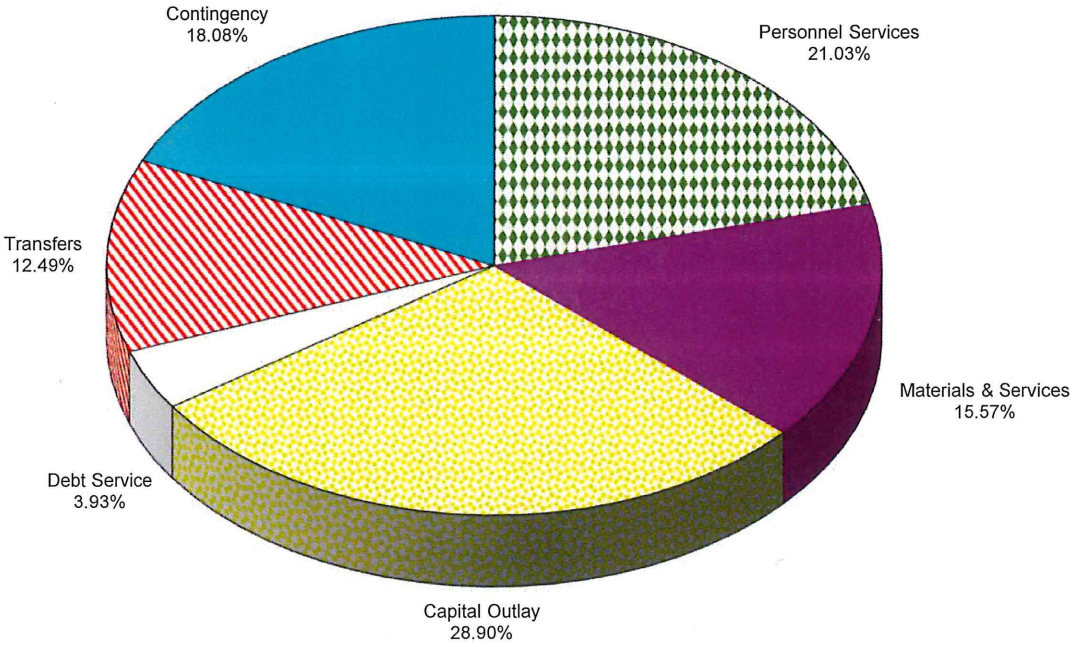
ALL FUNDS AND FUND TYPES

ADOPTED EXPENDITURES FY 2020-21 $406,597,106

BY FUND

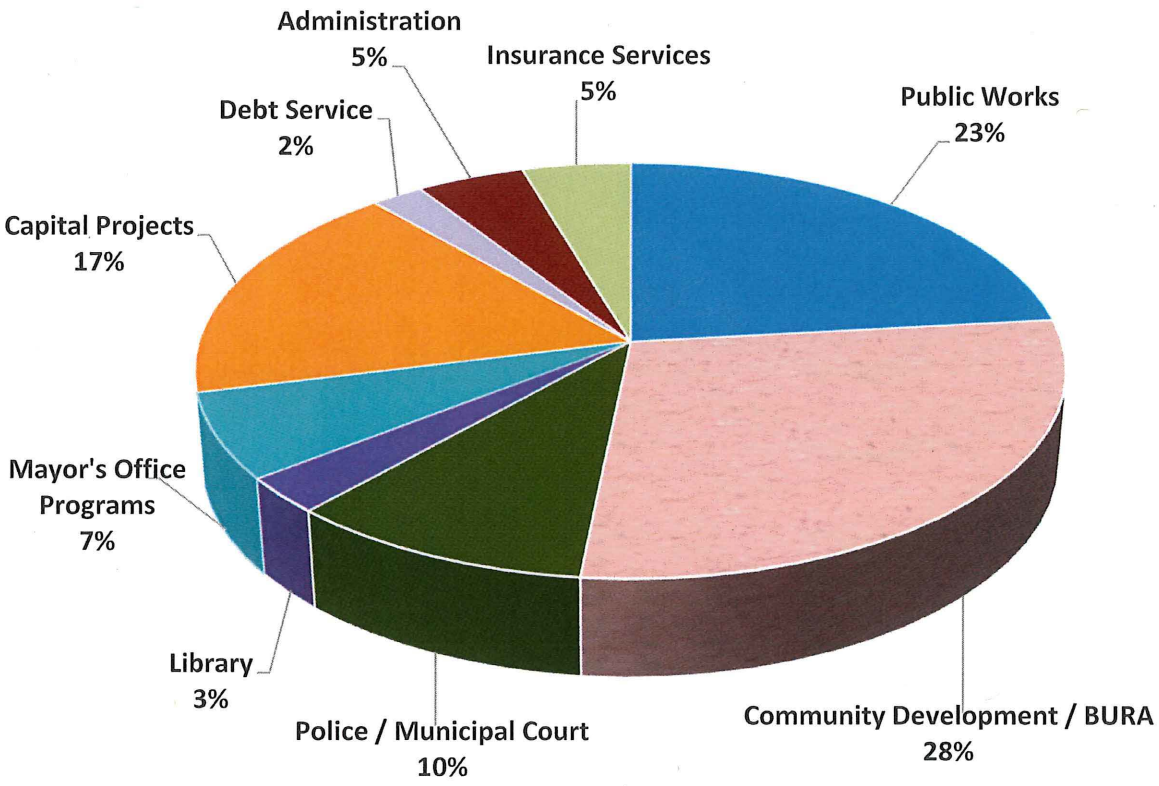


BY MAJOR OBJECT

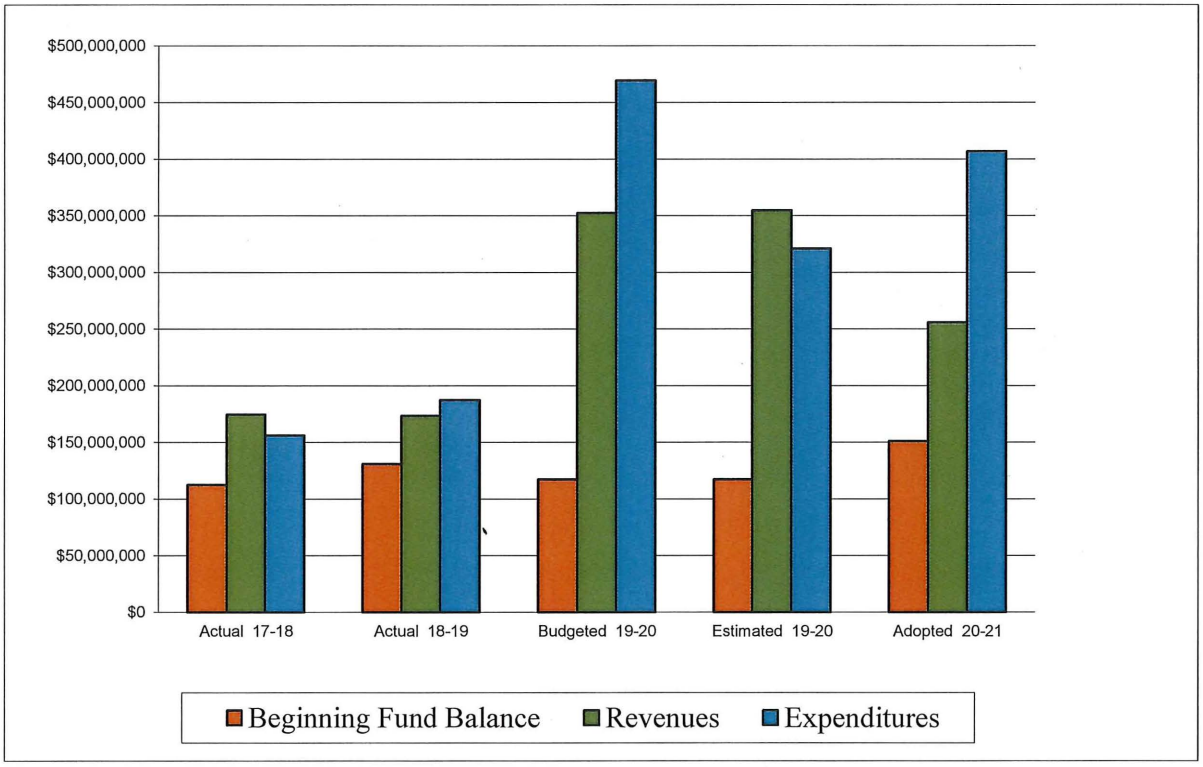


CITYWIDE SUMMARY

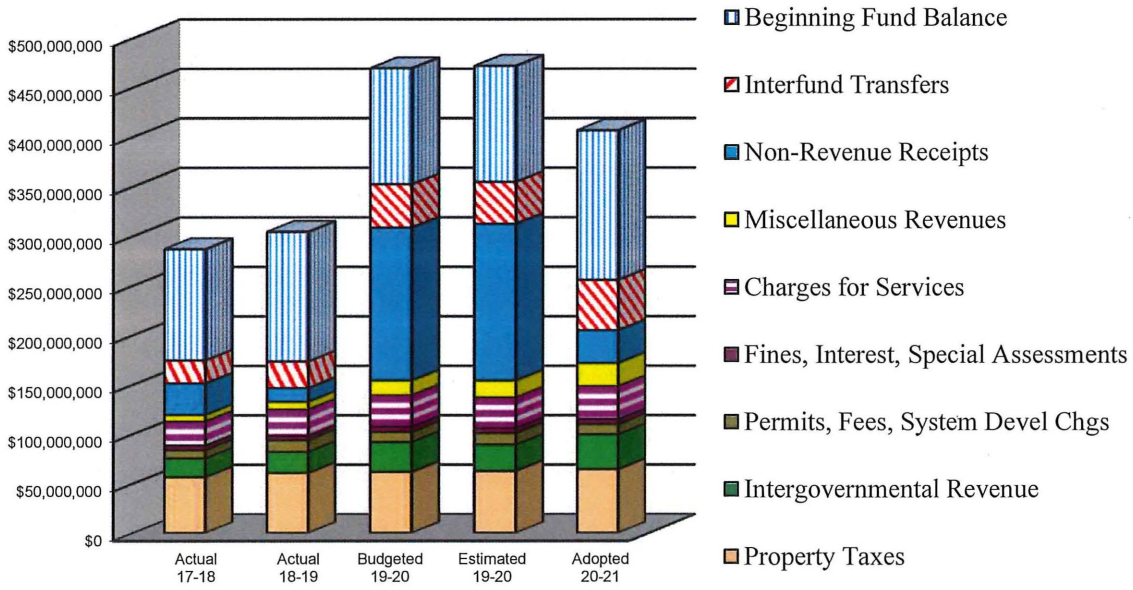
EXPENDITURES FY 2020-21



SUMMARY OF REVENUES AND EXPENDITURES
ALL FUNDS AND FUND TYPES



SUMMARY OF REVENUES BY MAJOR SOURCE



SUMMARY OF REVENUES AND EXPENDITURES AND OTHER FINANCING SOURCES & USES ALL FUNDS AND FUND TYPES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted	Percent of Total Revenue
Revenues:						
Property taxes	$45,134,518	$48,757,566	$49,608,206	$49,153,089	$50,845,695	24.83%
Intergovernmental	18,848,646	21,074,501	30,074,115	26,395,042	35,095,636	17.14%
Business licenses & permits	790,242	792,840	759,425	761,625	761,600	0.37%
Site development permits & fees	4,877,722	5,698,922	6,783,125	6,780,845	6,227,125	3.04%
Zoning & annexation fees	542,913	418,914	450,000	450,000	450,000	0.22%
System development charges	2,613,569	5,595,350	2,774,000	4,236,000	3,385,000	1.65%
Right-of-Way fees	10,148,846	10,582,564	10,836,619	12,138,055	12,161,400	5.94%
Fines & forfeitures	4,800,749	4,334,456	5,382,216	5,336,442	5,317,442	2.60%
Interest on investments	1,763,277	2,973,269	2,907,600	2,727,420	1,908,162	0.93%
Special assessments	6,409	4,908	3,500	3,400	1,300	0.00%
Charges for services	24,483,969	26,914,177	32,013,244	31,090,000	33,389,000	16.30%
Self-insurance charges	10,131,188	10,932,836	11,869,260	11,697,522	12,816,176	6.26%
Project engineering charges	832,514	1,152,143	890,000	1,185,000	1,230,000	0.60%
Bond/financing proceeds	21,879,201	3,001,332	142,746,084	146,683,080	20,425,826	9.97%
Miscellaneous	5,312,371	4,239,335	11,494,710	13,710,669	20,792,035	10.15%
*Sub Total Revenues	$152,166,134	$146,473,113	$308,592,104	$312,348,189	$204,806,397	100.00%
Expenditures:						
Personnel services	$66,991,204	$71,855,780	$80,668,511	$77,661,530	$85,501,755	
Materials & services	38,699,384	41,942,639	62,222,671	55,167,109	63,288,309	
Capital outlay	21,153,575	37,796,568	134,917,879	115,212,074	117,500,055	
*Sub Total Expenditures	$126,844,163	$151,594,987	$277,809,061	$248,040,713	$266,290,119	
Revenues Over/Under Expenditures	$25,321,971	($5,121,874)	$30,783,043	$64,307,476	($61,483,722)	
Other financing sources (uses):						
Transfers in	22,222,017	26,829,429	43,585,055	42,299,959	50,846,344	
Transfers out	(23,120,966)	(26,751,915)	(43,525,055)	(42,249,959)	(50,791,344)	
Debt Service - Principal	(3,170,436)	(3,797,164)	(3,689,481)	(3,689,481)	(8,151,959)	
Debt Service - Interest	(2,724,354)	(4,924,726)	(26,823,142)	(26,822,122)	(7,846,996)	
Debt Service Fees	0	0	0	0	0	
*Total Other Financing Sources (Uses):	($6,793,739)	($8,644,376)	($30,452,623)	($30,461,603)	($15,943,955)	
Net Change in Fund Balance	$18,528,232	($13,766,250)	$330,420	$33,845,873	($77,427,677)	
Fund Balance/Working Capital Beginning of Year	112,336,510	130,864,742	117,098,492	117,098,492	150,944,365	
Fund Balance (Contingency)/Working Capital End of Year	$130,864,742	$117,098,492	$117,428,912	$150,944,365	$73,516,688	

* Adjusted for rounding errors

For budgeted FY 2019-20 and adopted FY 2020-21, contingency is available for appropriation upon Council approval. The FY 2019-20 estimated column is used to project estimated ending fund balances based on updated revenue projections and spending plans. The estimated ending fund balances are carried forward to beginning fund balances available for FY 2020-21 operations. However, the FY 2019-20 budgeted column is still the legal level of appropriation.

GENERAL FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$34,747,019	$36,944,844	$38,393,506	$38,393,506	$39,160,368
Intergovernmental	4,405,991	4,111,180	4,460,042	4,536,871	4,570,965
Business licenses & permits	790,242	792,840	759,425	761,625	761,600
Site Development permits & fees	983,657	1,755,553	1,700,000	2,030,845	1,100,000
Zoning & annexation fees	542,913	418,914	450,000	450,000	450,000
Right-of-Way fees	8,464,786	9,198,504	7,877,207	9,461,031	10,296,387
Fines & forfeitures	4,665,971	4,209,553	5,252,216	5,252,442	5,252,442
Interest on investments	250,625	497,458	521,400	521,400	335,800
Charges for services	932,842	963,518	970,000	970,000	970,000
Project engineering charges	563,975	663,294	600,000	820,000	820,000
Bond/financing proceeds	0	0	2,860,000	4,000,000	0
Miscellaneous	2,890,325	2,879,519	2,907,609	2,980,780	2,988,712
Sub Total Revenues	$59,238,346	$62,435,177	$66,751,405	$70,178,500	$66,706,274
Expenditures:					
Personnel services	$44,286,795	$47,307,858	$51,808,853	$50,416,235	$55,557,340
Materials & services	11,721,417	11,726,584	16,483,912	14,217,423	14,388,478
Capital outlay	1,097,934	725,134	2,200,664	1,344,809	1,594,975
Sub Total Expenditures	$57,106,146	$59,759,576	$70,493,429	$65,978,467	$71,540,793
Revenues Over/Under Expenditures	$2,132,200	$2,675,601	($3,742,024)	$4,200,033	($4,834,519)
Other financing sources (uses):					
Transfers in	$4,909,941	$5,706,232	$5,916,457	$5,909,485	$6,831,087
Transfers out	(7,258,296)	(8,075,512)	(7,786,812)	(8,742,085)	(8,541,013)
Debt Service - Principal	0	0	0	0	0
Debt Service - Interest	(106,692)	(106,692)	(301,692)	(300,672)	0
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	(2,455,047)	(2,475,972)	(2,172,047)	(3,133,272)	(1,709,926)
Net Change in Fund Balance	($322,847)	$199,629	($5,914,071)	$1,066,761	($6,544,445)
Fund Balance/Working Capital Beginning of Year	14,540,400	14,217,553	14,417,182	14,417,182	15,483,943
Fund Balance (Contingency)/Working Capital End of Year	$14,217,553	$14,417,182	$8,503,111	$15,483,943	$8,939,498

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to maintain a level equal to at least 11% of the General Fund expenditures on a budgetary basis and 17% on an actual basis. The adopted FY 2020-21 contingency of $8,939,498 is equal to 12.5% of expenditures (using total expenditures and total other financing sources and uses) and includes $1,180,710 dedicated for vehicle and equipment replacement, $77,262 dedicated for tree replacement, $141,110 dedicated for Operations Facility Replacement, $300,000 dedicated to Housing Investment Fund, $3,727,564 designated for future use by the City Council, which leaves $3,512,852 as undesignated contingency.

STREET FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$6,514,919	$9,028,297	$9,365,000	$8,486,352	$8,479,000
Interest on investments	51,095	86,716	94,000	94,000	51,900
Right-of-Way fees	600,000	300,000	1,515,732	1,515,732	1,865,013
Project engineering charges	15	0	0	70,000	70,000
Miscellaneous	116,952	96,042	156,000	156,000	75,000
Sub Total Revenues	$7,282,981	$9,511,055	$11,130,732	$10,322,084	$10,540,913
Expenditures:					
Personnel services	$2,068,694	$2,154,633	$3,182,464	$3,011,466	$3,435,915
Materials & services	2,572,160	3,611,432	4,560,267	4,268,153	4,120,075
Capital outlay	212,263	329,989	683,055	334,641	902,450
Sub Total Expenditures	$4,853,117	$6,096,054	$8,425,786	$7,614,260	$8,458,440
Revenues Over/Under Expenditures	$2,429,864	$3,415,001	$2,704,946	$2,707,824	$2,082,473
Other financing sources (uses):					
Transfers in	$0	$616,649	$0	$0	$0
Transfers out	(2,548,798)	(3,381,851)	(3,668,007)	(3,527,007)	(3,361,923)
Total Other Financing Sources (Uses):	($2,548,798)	($2,765,202)	($3,668,007)	($3,527,007)	($3,361,923)
Net Change in Fund Balance	($118,934)	$649,799	($963,061)	($819,183)	($1,279,450)
Fund Balance/Working Capital Beginning of Year	3,780,729	3,661,795	4,311,594	4,311,594	3,492,411
Fund Balance (Contingency)/Working Capital End of Year	$3,661,795	$4,311,594	$3,348,533	$3,492,411	$2,212,961

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to maintain a contingency of 11% of annual expenditures (including transfers out) on a budgetary basis and 17% on an actual basis. The fund's contingency totals $2,212,961 which is 18.7% of operating expenditures.

LIBRARY FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$3,100,577	$3,563,468	$3,582,142	$3,582,142	$3,989,845
Intergovernmental	5,748,251	5,882,280	6,015,795	6,106,449	6,190,696
Fines & forfeitures	134,778	124,903	130,000	84,000	65,000
Interest on investments	30,340	50,358	46,800	46,800	32,500
Miscellaneous	143,559	50,773	38,000	42,700	41,200
Sub Total Revenues	$9,157,505	$9,671,782	$9,812,737	$9,862,091	$10,319,241
Expenditures:					
Personnel services	$6,119,421	$6,292,150	$6,992,620	$6,810,166	$7,301,487
Materials & services	1,468,041	1,631,122	1,815,218	1,611,083	1,756,900
Capital outlay	0	0	0	0	0
Sub Total Expenditures	$7,587,462	$7,923,272	$8,807,838	$8,421,249	$9,058,387
Revenues Over/Under Expenditures	$1,570,043	$1,748,510	$1,004,899	$1,440,842	$1,260,854
Other financing sources (uses):					
Transfers in	$0	$336,618	$60,000	$50,000	$55,000
Transfers out	(1,598,646)	(1,673,062)	(1,826,308)	(1,826,308)	(1,799,915)
Total Other Financing Sources (Uses):	($1,598,646)	($1,336,444)	($1,766,308)	($1,776,308)	($1,744,915)
Net Change in Fund Balance	($28,603)	$412,066	($761,409)	($335,466)	($484,061)
Fund Balance/Working Capital Beginning of Year	1,149,194	1,120,591	1,532,657	1,532,657	1,197,191
Fund Balance (Contingency)/Working Capital End of Year	$1,120,591	$1,532,657	$771,248	$1,197,191	$713,130

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to provide funding for continued operations equal to 11% of operating expenses (total expenditures and total other financing sources/uses) on a budgetary basis and 17% on an actual basis. The contingency of $713,130 equals 9.8% of operating expenditures.

CAPITAL PROJECTS FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$514,255	$175,000	$230,000	$1,025,000	$1,615,000
Interest on investments	9,658	13,826	12,500	13,700	7,100
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$523,913	$188,826	$242,500	$1,038,700	$1,622,100
Expenditures:					
Materials & services	$0	$0	$0	$0	$0
Capital outlay	2,721,243	2,372,183	5,463,077	3,003,928	5,442,000
Sub Total Expenditures	$2,721,243	$2,372,183	$5,463,077	$3,003,928	$5,442,000
Revenues Over/Under Expenditures	($2,197,330)	($2,183,357)	($5,220,577)	($1,965,228)	($3,819,900)
Other financing sources (uses):					
Transfers in	$2,328,212	$1,539,215	$5,133,077	$2,843,928	$3,787,000
Transfers out	0	(72,635)	0	0	(65,906)
Total Other Financing Sources (Uses):	$2,328,212	$1,466,580	$5,133,077	$2,843,928	$3,721,094
Net Change in Fund Balance	$130,882	($716,777)	($87,500)	$878,700	($98,806)
Fund Balance/Working Capital Beginning of Year	1,208,233	1,339,115	622,338	622,338	1,501,038
Fund Balance (Contingency)/Working Capital End of Year	$1,339,115	$622,338	$534,838	$1,501,038	$1,402,232

This fund accounts for the construction of Street Projects. Contingencies accumulate from year to year and are designated for specific construction projects and will be appropriated in future years.

WATER FUNDS COMBINED (501, 504, 505 and 506)*
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$218,563	$637,570	$661,200	$603,220	$505,552
Intergovernmental revenue	101,872	88,526	1,530,000	80,000	830,000
Charges for services	13,745,028	15,450,529	20,658,244	19,560,000	21,704,000
Project engineering charges	91,179	347,548	200,000	200,000	200,000
Miscellaneous	70,623	271,591	50,000	55,223	50,000
Bond/financing proceeds	21,152,912	0	31,272,000	35,208,996	16,425,826
System development charges	1,517,100	1,271,117	1,000,000	1,000,000	1,000,000
Sub Total Revenues	$36,897,277	$18,066,881	$55,371,444	$56,707,439	$40,715,378
Expenditures:					
Personnel services	$2,026,674	$2,735,960	$3,555,990	$3,197,311	$3,653,736
Materials & services	3,937,402	4,795,503	9,496,132	8,174,486	8,256,672
Capital outlay	9,840,512	13,687,739	43,576,937	35,103,556	47,187,569
Sub Total Expenditures	$15,804,588	$21,219,202	$56,629,059	$46,475,353	$59,097,977
Revenues Over/Under Expenditures	$21,092,689	($3,152,321)	($1,257,615)	$10,232,086	($18,382,599)
Other financing sources (uses):					
Transfers in	$1,978,426	$3,184,994	$14,530,994	$14,530,994	$18,292,809
Transfers out	(3,466,361)	(4,859,850)	(16,419,070)	(16,419,070)	(20,325,310)
Debt Service - Principal	(65,110)	(1,502,350)	(1,503,860)	(1,503,860)	(3,751,387)
Debt Service - Interest	(683,316)	(682,644)	(681,788)	(681,788)	(680,748)
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	($2,236,361)	($3,859,850)	($4,073,724)	($4,073,724)	($6,464,636)
Net Change in Fund Balance	$18,856,328	($7,012,171)	($5,331,339)	$6,158,362	($24,847,235)
Fund Balance/Working Capital Beginning of Year	13,297,869	32,154,197	25,142,026	25,142,026	31,300,388
Fund Balance (Contingency)/Working Capital End of Year	$32,154,197	$25,142,026	$19,810,687	$31,300,388	$6,453,153

* This is a combined statement of the following 4 individually budgeted water funds comprised of the Water Fund (Operating), Water Debt Service Fund, the Water Construction Fund, and the WIFIA Water Construction Fund. The individual fund schedules follow this combined schedule.

WATER FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$206,543	$295,435	$313,600	$313,600	$183,500
Intergovernmental revenue	101,872	88,526	80,000	80,000	80,000
Charges for services	13,745,028	15,450,529	20,658,244	19,560,000	21,704,000
Project engineering charges	91,179	347,548	200,000	200,000	200,000
Miscellaneous	70,623	75,770	50,000	55,223	50,000
Sub Total Revenues	$14,215,245	$16,257,808	$21,301,844	$20,208,823	$22,217,500
Expenditures:					
Personnel services	$2,026,674	$2,735,960	$3,555,990	$3,197,311	$3,653,736
Materials & services	3,937,402	4,795,503	9,396,132	8,074,486	8,156,672
Capital outlay	3,874,358	3,551,019	6,061,837	4,942,231	6,316,585
Sub Total Expenditures	$9,838,434	$11,082,482	$19,013,959	$16,214,028	$18,126,993
Revenues Over/Under Expenditures	$4,376,811	$5,175,326	$2,287,885	$3,994,795	$4,090,507
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(3,466,361)	(4,859,850)	(6,193,070)	(6,193,070)	(9,094,636)
Total Other Financing Sources (Uses):	(3,466,361)	(4,859,850)	(6,193,070)	(6,193,070)	(9,094,636)
Net Change in Fund Balance	$910,450	$315,476	($3,905,185)	($2,198,275)	($5,004,129)
Fund Balance/Working Capital Beginning of Year	12,236,827	13,147,277	13,462,753	13,462,753	11,264,478
Fund Balance (Contingency)/Working Capital End of Year	$13,147,277	$13,462,753	$9,557,568	$11,264,478	$6,260,349

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to maintain a target of 42% of operating expenditures (personnel services and materials and services) in contingency for continuing operations. The FY 2020-21 general contingency totals $5,160,349 and consists of $4,403,124 operational contingency, $513,491 for equipment and vehicle replacement, and $243,734 for future replacement of the Operations facility. The general contingency represents 44% of the operational expenditures (personal services and materials and services). In addition, the Water Fund has separate reserves of $500,000 for catastrophic loss reserve for the Joint Water Commission's operating plant and $600,000 in a water revenue stabilization account

WATER DEBT SERVICE FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$977	$674	$1,000	$120	$52
Bond/financing proceeds	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$977	$674	$1,000	$120	$52
Expenditures:					
Materials & services	0	0	0	0	0
Sub Total Expenditures	$0	$0	$0	$0	$0
Revenues Over/Under Expenditures	$977	$674	$1,000	$120	$52
Other financing sources (uses):					
Transfers in	$748,426	$2,184,994	$2,184,994	$2,184,994	$4,432,135
Transfers out	0	0	0	0	0
Debt Service - Principal	(65,110)	(1,502,350)	(1,503,860)	(1,503,860)	(3,751,387)
Debt Service - Interest	(683,316)	(682,644)	(681,788)	(681,788)	(680,748)
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	($654)	($654)	$0
Net Change in Fund Balance	$977	$674	$346	($534)	$52
Fund Balance/Working Capital Beginning of Year	68,321	69,298	69,972	69,972	69,438
Fund Balance (Contingency)/Working Capital End of Year	$69,298	$69,972	$70,318	$69,438	$69,490

Funding for debt service is provided from transfers from the Water Operating Fund and fluctuates from year to year depending upon debt service requirements.

WATER CONSTRUCTION FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
System development charges	$1,517,100	$1,271,117	$1,000,000	$1,000,000	$1,000,000
Intergovernmental revenue	0	0	0	0	0
Interest on investments	11,043	341,461	346,600	289,500	322,000
Bond/financing proceeds	21,152,912	0	31,272,000	33,758,996	0
Miscellaneous	0	195,821	0	0	0
Sub Total Revenues	$22,681,055	$1,808,399	$32,618,600	$35,048,496	$1,322,000
Expenditures:					
Materials & services	0	0	0	0	0
Capital outlay	5,966,154	10,136,720	25,819,100	18,465,325	11,934,484
Sub Total Expenditures	$5,966,154	$10,136,720	$25,819,100	$18,465,325	$11,934,484
Revenues Over/Under Expenditures	16,714,901	(8,328,321)	6,799,500	16,583,171	(10,612,484)
Other financing sources (uses):					
Transfers in	$1,230,000	$1,000,000	$2,000,000	$2,000,000	$2,000,000
Transfers out	0	0	(10,226,000)	(10,226,000)	(11,230,674)
Total Other Financing Sources (Uses):	$1,230,000	$1,000,000	($8,226,000)	($8,226,000)	($9,230,674)
Net Change in Fund Balance	$17,944,901	($7,328,321)	($1,426,500)	$8,357,171	($19,843,158)
Fund Balance/Working Capital Beginning of Year	992,721	18,937,622	11,609,301	11,609,301	19,966,472
Fund Balance (Contingency)/Working Capital End of Year	$18,937,622	$11,609,301	$10,182,801	$19,966,472	$123,314

This fund accounts for water system construction costs funded through bond proceeds system development charges, and transfers from the water operating fund. Contingency represents the unused system development charges and bond sale proceeds which are available and allocated for construction projects in future years as identified in the City's Capital Improvement Plan.

WIFIA WATER CONSTRUCTION FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental revenue	$0	$0	$1,450,000	$0	$750,000
Bond/financing proceeds	0	0	0	1,450,000	16,425,826
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$0	$0	$1,450,000	$1,450,000	$17,175,826
Expenditures:					
Materials & services	$0	$0	$100,000	$100,000	$100,000
Capital outlay	0	0	11,696,000	11,696,000	28,936,500
Sub Total Expenditures	$0	$0	$11,796,000	$11,796,000	$29,036,500
Revenues Over/Under Expenditures	$0	$0	($10,346,000)	($10,346,000)	($11,860,674)
Other financing sources (uses):					
Transfers in	$0	$0	$10,346,000	$10,346,000	$11,860,674
Transfers out	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	$10,346,000	$10,346,000	$11,860,674
Net Change in Fund Balance	$0	$0	$0	$0	$0
Fund Balance/Working Capital Beginning of Year	0	0	0	0	0
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$0	$0	$0

This fund accounts for water system construction costs funded by the a low interest loan from the federal government's Water Infrastructure Financing and Innovation Act, State of Oregon Loans and transfers from the Water Construction Fund. This fund does not have a separately funded contingency account as it is considered an extension of the Water Construction Fund.

SEWER FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$196,658	$261,588	$265,300	$265,300	$195,500
Intergovernmental revenue	0	0	2,211,000	493,800	2,710,000
Charges for services	4,210,748	4,454,393	4,410,000	4,385,000	4,390,000
Project engineering charges	159,122	133,941	80,000	80,000	130,000
Miscellaneous	127,948	160,115	28,000	55,968	28,000
Sub Total Revenues	$4,694,476	$5,010,037	$6,994,300	$5,280,068	$7,453,500
Expenditures:					
Personnel services	$1,549,782	$1,676,879	$2,054,656	$1,745,492	$2,064,081
Materials & services	581,264	633,771	823,386	637,112	793,245
Capital outlay	1,422,365	916,588	2,834,000	699,768	3,918,500
Sub Total Expenditures	$3,553,411	$3,227,238	$5,712,042	$3,082,372	$6,775,826
Revenues Over/Under Expenditures	$1,141,065	$1,782,799	$1,282,258	$2,197,696	$677,674
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(1,120,304)	(1,146,473)	(1,335,401)	(1,335,401)	(1,292,370)
Total Other Financing Sources (Uses):	($1,120,304)	($1,146,473)	($1,335,401)	($1,335,401)	($1,292,370)
Net Change in Fund Balance	$20,761	$636,326	($53,143)	$862,295	($614,696)
Fund Balance/Working Capital Beginning of Year	8,995,209	9,015,970	9,652,296	9,652,296	10,514,591
Fund Balance (Contingency)/Working Capital End of Year	$9,015,970	$9,652,296	$9,599,153	$10,514,591	$9,899,895

The contingency policy is to maintain a target of 42% of operating expenditures in contingency for continuing operations. Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The FY 2020-21 general contingency totals $3,167,066 and consists of $2,503,981 operational contingency, $532,624 for equipment and vehicle replacement, and $130,461 for future replacement of the Operations facility. The general contingency represents 111% of the operational expenditures (personal services and materials and services). In addition the Sewer Fund has reserves of $5,706,623 for future system replacement projects, and $1,026,206 for future system capacity improvements funded from system development fees.

STORM DRAIN FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
System development charges	$324,623	$812,260	$274,000	$736,000	$385,000
Interest on investments	171,996	241,167	251,100	251,100	163,400
Intergovernmental revenue	0	0	0	0	0
Charges for services	5,595,351	6,045,737	5,975,000	6,175,000	6,325,000
Project engineering charges	18,223	7,360	10,000	15,000	10,000
Miscellaneous	138,179	31,179	7,350	1,613	7,000
Sub Total Revenues	$6,248,372	$7,137,703	$6,517,450	$7,178,713	$6,890,400
Expenditures:					
Personnel services	$2,290,632	$2,355,891	$2,834,657	$2,568,973	$2,903,492
Materials & services	930,164	947,347	1,184,648	927,849	1,171,417
Capital outlay	1,180,881	2,101,946	5,775,328	3,575,516	2,443,200
Sub Total Expenditures	$4,401,677	$5,405,184	$9,794,633	$7,072,338	$6,518,109
Revenues Over/Under Expenditures	$1,846,695	$1,732,519	($3,277,183)	$106,375	$372,291
Other financing sources (uses):					
Transfers in	$7,053	$5,648	$94,700	$92,850	$800
Transfers out	(1,226,953)	(1,316,044)	(1,391,524)	(1,391,524)	(1,484,238)
Total Other Financing Sources (Uses):	($1,219,900)	($1,310,396)	($1,296,824)	($1,298,674)	($1,483,438)
Net Change in Fund Balance	$626,795	$422,123	($4,574,007)	($1,192,299)	($1,111,147)
Fund Balance/Working Capital Beginning of Year	10,570,842	11,197,637	11,619,760	11,619,760	10,427,461
Fund Balance (Contingency)/Working Capital End of Year	$11,197,637	$11,619,760	$7,045,753	$10,427,461	$9,316,314

The contingency policy is to maintain a target of 42% of operating expenditures in contingency for continuing operations. Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The FY 2020-21 general contingency totals 5,542,429 and consists of $4,245,508 operational contingency, $1,107,383 for equipment and vehicle replacement, and $219,538 for future replacement of the Operations facility. The general contingency represents 136% of the operational expenditures (personal services and materials and services). In addition the Storm Drain Fund has reserves of $428,408 for future system replacement projects, and $3,345,477 for future system capacity improvements funded from system development fees.

SUMMARY OF REVENUES AND EXPENDITURES AND OTHER FINANCING SOURCES & USES ALL NON MAJOR FUNDS

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Property taxes	$7,286,922	$8,249,254	$7,632,558	$7,177,441	$7,695,482
Intergovernmental	1,563,358	1,789,218	6,262,278	5,666,570	10,699,975
Site development permits & fees	3,894,065	3,943,369	5,083,125	4,750,000	5,127,125
System development charges	771,845	3,511,973	1,500,000	2,500,000	2,000,000
Right-of-Way fees	1,084,060	1,084,060	1,443,680	1,161,292	0
Interest on investments	834,339	1,184,588	1,055,300	931,900	616,410
Bond/financing proceeds	726,289	3,001,332	36,257,150	35,117,150	4,000,000
Special assessments	6,409	4,908	3,500	3,400	1,300
Self-insurance charges	10,131,188	10,932,836	11,869,260	11,697,522	12,816,176
Project engineering charges	0	0	0	0	0
Miscellaneous	1,824,784	750,120	7,557,751	10,418,385	17,602,123
Sub Total Revenues	$28,123,259	$34,451,658	$78,664,602	$79,423,660	$60,558,591
Expenditures:					
Personnel services	$8,649,206	$9,332,409	$10,239,271	$9,911,887	$10,585,704
Materials & services	17,488,936	18,596,880	27,859,108	25,331,003	32,801,522
Capital outlay	4,678,377	17,662,989	55,277,884	50,706,396	56,011,361
Sub Total Expenditures	$30,816,519	$45,592,278	$93,376,263	$85,949,286	$99,398,587
Revenues Over/Under Expenditures	($2,693,260)	($11,140,620)	($14,711,661)	($6,525,626)	($38,839,996)
Other financing sources (uses):					
Transfers in	$12,998,386	$15,440,067	$12,213,843	$13,236,718	$21,879,648
Transfers out	(5,901,604)	(6,226,488)	(11,097,933)	(9,008,564)	(13,920,669)
Debt Service - Principal	(1,619,815)	(5,203,698)	(2,237,030)	(2,237,030)	(10,460,648)
Debt Service - Interest	(3,419,857)	(1,226,506)	(1,152,269)	(1,152,269)	(1,106,172)
Debt Service - Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	$2,057,110	$2,783,375	($2,273,389)	$838,855	($3,607,841)
Net Change in Fund Balance	($636,150)	($8,357,245)	($16,985,050)	($5,686,771)	($42,447,837)
Fund Balance/Working Capital Beginning of Year	58,794,034	58,157,884	49,800,639	49,800,639	44,113,868
Fund Balance (Contingency)/Working Capital End of Year	$58,157,884	$49,800,639	$32,815,589	$44,113,868	$1,666,031

For budgeted FY 2019-20 and adopted FY 2020-21, contingency is available for appropriation upon Council approval.

The FY 2019-20 estimated column is used to project estimated ending fund balances based on updated revenue projections and spending plans. The estimated ending fund balances are carried forward to beginning fund balances available for FY 2020-21 operations. However, the FY 2019-20 budgeted column is still the legal level of appropriation.

SUMMARY OF INCREASES AND DECREASES OF TOTAL FUND BALANCES
ALL FUNDS BY FUND TYPE

FUND	Beginning Fund Balance	Revenues	Expenditures	Increase/(Decrease) to Beginning Fund Balance Amount	%	Ending Fund Balance
Governmental Funds:						
Major Funds:						
General	$15,483,943	$73,537,361	$80,081,806	($6,544,445)	-42%	$8,939,498
Street	3,492,411	10,540,913	11,820,363	(1,279,450)	-37%	2,212,961
Library	1,197,191	10,374,241	10,858,302	(484,061)	-40%	713,130
Capital Projects	1,501,038	5,409,100	5,507,906	(98,806)	-7%	1,402,232
Sub-Total	$21,674,583	$99,861,615	$108,268,377	($8,406,762)		$13,267,821
Non Major Funds:						
Metro Affordable Housing Bond	0	9,000,000	9,000,000	0	0%	0
Building Operating	1,217,115	5,058,925	5,128,876	(69,951)	-6%	1,147,164
Community Dev. Block Grant	10,743	884,362	884,362	0	0%	10,743
Lodging Tax (TLT) Fund	2,202,041	2,250,214	3,145,714	(895,500)	-41%	1,306,541
Transportation System Dev. Charge	242,547	208,700	0	208,700	86%	451,247
Traffic Impact / Development Tax	14,553,446	2,502,912	2,895,222	(392,310)	-3%	14,161,136
General Bonded Debt	165,245	2,036,510	2,006,172	30,338	18%	195,583
Special Revenue Debt Fund	0	2,394,400	2,394,400	0	0%	0
Capital Development	14,877,633	17,410,034	32,287,667	(14,877,633)	-100%	0
Special Assessment #1	0	2,085	2,085	0	0%	0
BURA Tax Increment Fund	2,903,462	4,703,851	7,166,248	(2,462,397)	-85%	441,065
BURA Capital Project Fund	32,913,474	0	22,900,000	(22,900,000)	-70%	10,013,474
BURA Programs & Activities Fund	2,715,064	4,133,400	4,111,606	21,794	1%	2,736,858
BURA Debt Service Fund	0	7,166,248	7,166,248	0	0%	0
Sub-Total	$71,800,770	$57,751,641	$99,088,600	($41,336,959)	-58%	$30,463,811
Total Governmental Funds	$93,475,353	$157,613,256	$207,356,977	($49,743,721)		$43,731,632
Proprietary Funds:						
Major Funds:						
Water	$11,264,478	$22,217,500	$27,221,629	($5,004,129)	-44%	$6,260,349
Water Debt Service	69,438	4,432,187	4,432,135	52	0.1%	69,490
Water Construction	19,966,472	3,322,000	23,165,158	(19,843,158)	-99%	123,314
WIFIA Water Construction	0	29,036,500				
Sewer	10,514,591	7,453,500	8,068,196	(614,696)	-5.8%	9,899,895
Storm Drain	10,427,461	6,891,200	8,002,347	(1,111,147)	-11%	9,316,314
Sub-Total	$52,242,440	$73,352,887	$70,889,465	($26,573,078)		$25,669,362
Internal Service Funds, Non Major:						
Reprographics	$150,817	$1,155,940	$1,212,795	($56,855)	-38%	$93,962
Garage	259,527	2,155,889	2,328,962	(173,073)	-67%	86,454
Information Systems	620,832	5,297,896	5,764,596	(466,700)	-75%	154,132
Public Works Administration	167,045	1,317,598	1,412,209	(94,611)	-57%	72,434
Insurance Agency	4,028,351	14,759,275	15,078,914	(319,639)	-7.9%	3,708,712
Sub-Total	$5,226,572	$24,686,598	$25,797,476	($1,110,878)	-21%	$4,115,694
Total Proprietary Funds	$57,469,012	$98,039,485	$96,686,941	($27,683,956)		$29,785,056
TOTALS CITYWIDE	**$150,944,365**	**$255,652,741**	**$304,043,918**	**($77,427,677)**		**$73,516,688**

Explanation of Increases or Decreases in Fund Balances Greater than 10 Percent and Over $100,000

Governmental Major Funds

General Fund: The General Fund accounts for most of the general operating costs of the City, which includes, the Mayor's office and programs (cultural inclusion, events, community services, facilities maintenance, public information, city recorder's office, emergency management, community dispute resolution, recycling, sustainability, neighborhood and public involvement), Police, Community Development, City Attorney, Municipal Court, Finance, Human Resources, General Engineering, Site Development and Landscaping. The projected 42% ($6,544,445) decrease in fund balance is due to:

- Assuming that the City will expend 100% of the $80 million in appropriations, when on an actual basis over the past 18 years the city has actually spend 95% of the budget which would result in an underspending estimated at $4 million,
- Conservative budgeting in revenues when on an actual basis over the past 18 years the city has received 3.4% more in revenues than budgeted which would result in additional revenues estimated at $2.5 million,
- 5.7 additional staff positions,
- Transferring $645,000 from the General Fund to a newly created fund for FY 2016-17 called the Lodging Tax Fund to fund the Art's Program,
- $396,000 to purchase development review process software,
- The Mayor, Council and Budget Committee's desire to not raise the General Fund's portion of the city's tax rate.

Street Fund: The Street Fund accounts for the operations and maintenance of the City's street system including traffic signals. The projected 37% ($1,279,450) decrease in fund balances is mainly due to projected decreased revenues due to the COVID-19 pandemic. The single largest revenue source for this fund is allocation to all cities in Oregon by the State of the statewide fuel taxes and vehicle registration fees. Due to the COVID-19 pandemic and reduced traffic travel volumes, the State of Oregon estimates that revenues from fuel taxes will be reduced in the last months of FY 2019-20 and through FY 2020-21 by up to 40%. Therefore the City has reduced revenue estimates totaling $1.6 Million over the two year period which accounts for the decreased fund balance. We will continue to review the monthly gas tax revenue stream and if the decrease continues in future years, the city will need to reduce its street maintenance expenditures.

Library Fund: The Library Fund accounts for the operation of our main library facility and a branch library. The projected 40% ($484,061) decrease in fund balance is mainly due to the continuing increase in personnel costs (both salaries and fringe benefits), the elimination of library fines for children in FY 2018-19 and effective July 1, 2020 completely eliminating library fines for overdue items. To assist in addressing these issues, the City Council approved allocating an additional 3 cents in the property tax rate which generates approximately $304,044 in additional revenue to the Library Fund.

Governmental Funds – Non Major Aggregate

The fund balances of the non-major governmental funds decreased by 58% or $41,336,959. The fist cause of the decrease is spending $14.9 Million on various civic projects; the Public Safety Center, the Patricia Reser Center for the Arts, the Safety Center Plaza and Gateway, and the City Park Fountain Replacement. These projects were funded from a $14 Million Special Revenue Bond issued in late June 2020. The second cause of the decrease is spending $22.9 Million on various Beaverton Urban Redevelopment Agency projects including the 350 space Parking Garage and land acquisitions. These projects were funded from a $55 Million Special Revenue Bond that was also issued in late June 2020.

Proprietary Major Funds

Water Operating Fund: The Water Operating Fund accounts for the maintenance and operations of the city's water system. The projected 44% ($5,004,129) decrease in fund balance is mainly due to transferring $1.6 million to the Water Construction Fund and WIFIA Water Construction Fund and spending an additional $2.3 million in water rehabilitation and replacement projects over the normal annual amount. In addition, in response to the COVID-19 pandemic, the City Council decided to delay planned water rate increases from occurring on July 1, 2020 to December 1, 2020 which reduced revenues by $450,000.

Water Construction Fund: The Water Construction Fund accounts for capital construction that increases the system's capacity and is not used for rehabilitation and replacement of existing facilities which is accounted for in the Water Operating Fund. This fund receives its revenues from development activity through System Development Charges (SDC's) for connecting to the City's water system, from external funding sources such as revenue bonds or state infrastructure loans, and transfers from the Water Operating Fund. This fund's balance is projected to decrease by 99% or $19,843,158. The large $20 million Beginning Fund Balance is due to proceeds from a $28 million water revenue bond issued in March 2020 and is expected to be spent down to fund the water construction projects.

Storm Drain Fund: The Storm Drain Fund accounts for the various surface water management activities including system operations and maintenance, reconstruction and rehabilitation of existing capital facilities, and new facility construction that increases the system's capacity. This fund's balance is projected to decrease by 11% or $1,111,147 and is due to the increased funding for this year's capital improvements program when compared to previous years. This year's capital program will use $970,000 of accumulated reserves dedicated to rehabilitate existing facilities that are deficient and $163,000 of accumulated reserves dedicated to fund projects that increase the system's capacity. The fund's ending fund balance is projected to be $9,316,314.

Internal Service Funds – Non Major Aggregate
The fund balances of the non-major internal service funds decreased by 21% or $1,110,878 in the aggregate. The main cause of the decrease is the operations of the Information Systems Fund and the Insurance Agency Fund.

Garage Fund: This fund provides the maintenance, repair and fuel for the city's fleet. This fund's balance is projected to decrease by 67% or $173,073 to a projected ending balance of $86,454. This was a conscious decision to decrease the fund's balance to a more reasonable level especially with the stabilization of fuel prices.

Information Systems Fund: This fund provides all personal computer infrastructure, communications (data and voice) and systems programing for all city operations. This fund's balance is projected to decrease by 75% or $466,700 to a projected ending balance of $154,132. This fund's beginning working capital of $650,832 includes $230,697 in grant funding in late FY 2019-20 and will be spent this fiscal year.

Insurance Agency Fund: This fund provides for the funding of the City's insurance services; Liability and Property Insurance, Workers Compensation Insurance, Unemployment Insurance, and Medical/Dental Insurances. This fund's balance is projected to decrease by 7.9% or $319,639 to a projected ending balance of $3,708,712. This was a conscious decision to decrease the fund's various program balances to more reasonable levels.

SUMMARY OF REVENUES
ALL FUNDS - BY MAJOR SOURCE

FUND	Property Taxes	Intergovern-mental Revenue	Permits, Fees & System Devel Chgs	Fines, Interest & Special Assessments	Charges for Services	Miscellaneous	Inter Fund Transfers	Beginning Fund Balance	Total Available Revenue
General	$39,160,368	$4,570,965	$12,607,987	$5,588,242	$1,790,000	$2,988,712	$6,831,087	$15,483,943	$89,021,304
Street	0	8,479,000	1,865,013	51,900	70,000	75,000	0	3,492,411	14,033,324
Metro Affordable Housing Bond	0	9,000,000	0	0	0	0	0	0	9,000,000
Building Operating	0	0	4,927,125	31,800	0	100,000	0	1,217,115	6,276,040
Community Devel. Block Grant	0	786,162	0	0	0	98,200	0	10,743	895,105
Lodging Tax (TLT) Fund	974,121	606,901	0	24,000	0	0	645,192	2,202,041	4,452,255
Transportation System Dev. Charge	0	0	200,000	8,700	0	0	0	242,547	451,247
Traffic Impact / Development Tax	0	306,912	2,000,000	196,000	0	0	0	14,553,446	17,056,358
Library	3,989,845	6,190,696	0	97,500	0	41,200	55,000	1,197,191	11,571,432
General Bonded Debt	2,022,010	0	0	12,700	0	1,800	0	165,245	2,201,755
Special Revenue Debt Fund	0	0	0	0	0	0	2,394,400	0	2,394,400
Capital Development	0	0	0	208,210	0	17,013,838	187,986	14,877,633	32,287,667
Capital Projects	0	1,615,000	0	7,100	0	0	3,787,000	1,501,038	6,910,138
Special Assessment #1	0	0	0	1,300	0	785	0	0	2,085
Water	0	80,000	0	183,500	21,904,000	50,000	0	11,264,478	33,481,978
Sewer	0	2,710,000	0	195,500	4,520,000	28,000	0	10,514,591	17,968,091
Water Debt Service	0	0	0	52	0	0	4,432,135	69,438	4,501,625
Water Construction	0	0	1,000,000	322,000	0	0	2,000,000	19,966,472	23,288,472
WIFIA Water Construction	0	750,000	0	0	0	16,425,826	11,860,674	0	29,036,500
Storm Drain	0	0	385,000	163,400	6,335,000	7,000	800	10,427,461	17,318,661
Reprographics	0	0	0	2,100	0	0	1,153,840	150,817	1,306,757
Garage	0	0	0	2,100	0	0	2,153,789	259,527	2,415,416
Information Systems	0	0	0	9,000	0	0	5,288,896	620,832	5,918,728
Public Works Administration	0	0	0	3,100	0	0	1,314,498	167,045	1,484,643
Insurance Agency	0	0	0	33,300	12,816,176	335,000	1,574,799	4,028,351	18,787,626
BURA Tax Increment Fund	4,699,351 *	0	0	0	0	4,500	0	2,903,462	7,607,313
BURA Capital Project Fund	0	0	0	0	0	0	0	32,913,474	32,913,474
BURA Programs & Activities Fund	0	0	0	85,400	0	4,048,000	0	2,715,064	6,848,464
BURA Debt Service Fund	0	0	0	0	0	0	7,166,248	0	7,166,248
TOTAL REVENUES BY MAJOR SOURCE	**$50,845,695**	**$35,095,636**	**$22,985,125**	**$7,226,904**	**$47,435,176**	**$41,217,861**	**$50,846,344**	**$150,944,365**	**$406,597,106**

* The property taxes for the BURA Tax Increment Fund represent funding from a division of tax increment.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

SUMMARY OF REVENUES
ALL FUNDS - BY MAJOR SOURCE

SUMMARY OF EXPENDITURES
ALL FUNDS - BY MAJOR OBJECT

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Inter Fund Transfers	Contingency & Reserve	Total
General	$55,557,340	$14,388,478	$1,594,975	$0	$8,541,013	$8,939,498	$89,021,304
Street	3,435,915	4,120,075	902,450	0	3,361,923	2,212,961	14,033,324
Metro Affrordable Housing Bond	0	9,000,000	0	0	0	0	9,000,000
Building Operating	3,487,566	218,669	250,000	0	1,172,641	1,147,164	6,276,040
Community Devel. Block Grant	145,131	738,070	0	0	1,161	10,743	895,105
Lodging Tax (TLT) Fund	368,651	1,369,894	0	0	1,407,169	1,306,541	4,452,255
Transportation System Devel. Charge	0	0	0	0	0	451,247	451,247
Traffic Impact / Development Tax	197,018	0	361,073	0	2,337,131	14,161,136	17,056,358
Library	7,301,487	1,756,900	0	0	1,799,915	713,130	11,571,432
General Bonded Debt	0	0	0	2,006,172	0	195,583	2,201,755
Special Revenue Debt Fund	0	0	0	2,394,400	0	0	2,394,400
Capital Development	0	0	32,287,667	0	0	0	32,287,667
Capital Projects	0	0	5,442,000	0	65,906	1,402,232	6,910,138
Special Assessment #1	0	0	0	0	2,085	0	2,085
Water	3,653,736	8,156,672	6,316,585	0	9,094,636	6,260,349	33,481,978
Sewer	2,064,081	793,245	3,918,500	0	1,292,370	9,899,895	17,968,091
Water Debt Service	0	0	0	4,432,135	0	69,490	4,501,625
Water Construction	0	0	11,934,484	0	11,230,674	123,314	23,288,472
WIFIA Water Construction	0	100,000	28,936,500	0	0	0	29,036,500
Storm Drain	2,903,492	1,171,417	2,443,200	0	1,484,238	9,316,314	17,318,661
Reprographics	394,561	769,825	0	0	48,409	93,962	1,306,757
Garage	1,069,588	914,247	91,000	0	254,127	86,454	2,415,416
Information Systems	3,698,486	1,932,724	121,621	0	11,765	154,132	5,918,728
Public Works Administration	772,985	337,119	0	0	302,105	72,434	1,484,643
Insurance Agency	451,718	14,507,324	0	0	119,872	3,708,712	18,787,626
BURA Tax Increment Fund	0	0	0	0	7,166,248	441,065	7,607,313
BURA Capital Project Fund	0	0	22,900,000	0	0	10,013,474	32,913,474
BURA Programs & Activities Fund	0	3,013,650	0	0	1,097,956	2,736,858	6,848,464
BURA Debt Service Fund	0	0	0	7,166,248	0	0	7,166,248
TOTAL EXPENDITURES BY MAJOR OBJECT	**$85,501,755**	**$63,288,309**	**$117,500,055**	**$15,998,955**	**$50,791,344**	**$73,516,688**	**$406,597,106**

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

SUMMARY OF EXPENDITURES
ALL FUNDS - BY MAJOR OBJECT

REVENUE TRENDS AND ASSUMPTIONS

This revenue trend analysis provides a narrative review of the major revenue categories that are presented on the Summary of Revenues and Expenditures and other Financing Sources and Uses for All Funds and Fund Types schedule on page 40. For some of the major categories of revenues, ten-year trend graphs are presented. FY 2020-21 Adopted Revenues have been adjusted downward due to the expected impacts of the COVID-19 pandemic

PROPERTY TAX LEVY
TEN YEAR HISTORY

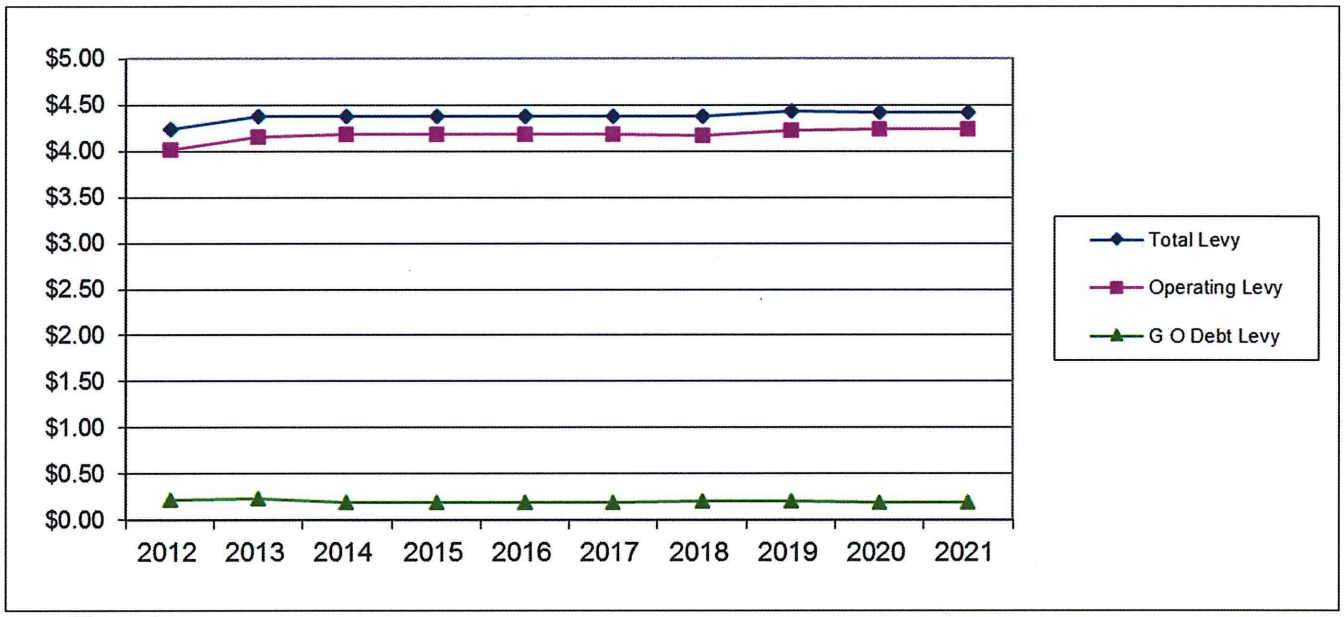


Figure 1

PROPERTY TAXES

Property Taxes are assessed using a levy rate on each $1,000 of Taxable Assessed Valuation (TAV). The City's TAV is established by the Washington County Assessor's Office and is not the same as a property's market value. On average a property's TAV is approximately 73% of a property's market value.

The City levies two types of property taxes, one for general governmental operations and the second for voted general obligation debt repayment. The adopted budget reflects net property tax receipts of $44.8 million net of 5% allowance for non-collections, which is comprised of $42.8 million for general government operations (General Fund $38.9 million and the Library Fund $3.9 million) and $2 million for voter approved general obligation debt repayment.

General Operating Levy –Permanent Rate

The City's permanent tax rate is $4.62 per thousand of assessed valuation (the permanent rate does not include taxes for payment of general obligation debt). For FY 2020-21, the City is levying $4.23, which is equivalent to 92% of the $4.62 permanent levy rate. The $4.23 levy rate will generate approximately $45.1 million in gross property taxes when applied to the City's FY 2020-21 estimated taxable assessed valuation. The increment between the current levy rate and the permanent levy rate is $0.39 and it will provide a very stable tax revenue source for the next several years to meet the City's projected operating expenses for future public safety enhancements. The $0.39 would be equal to an additional $4.2 million in property tax revenue for general operations. Beaverton is one of the few taxing jurisdictions in Oregon that has not levied its full permanent rate.

General Obligation Debt Levy
The general obligation debt levy provides revenues for the repayment of the City's general obligation bonds. The City has one general obligation bond issues outstanding:

- 2017 Public Safety Building GO Bonds – 20 Year bond issued with a $35 Million Principal Amount and matures in June 2037 with FY 2020-21 debt service being $2,010,010.

INTERGOVERNMENTAL REVENUE
TEN YEAR HISTORY

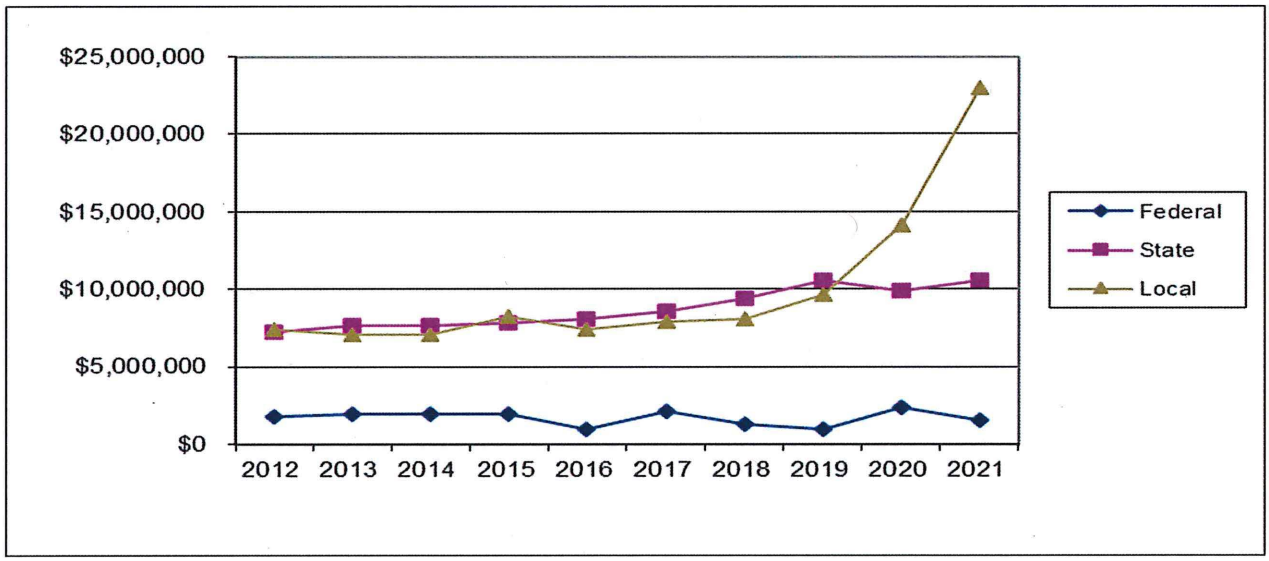


Figure 2

INTERGOVERNMENTAL
Intergovernmental revenue totals $35,095,636 and is comprised of Federal, State, and Local revenues, and State Shared Revenues received from the State of Oregon. All the grant revenues directly support specific programs, and the programs are reviewed annually and adjusted to incorporate any changes in grant funding levels.

The Federal grant revenues total $1,510,209 and is mainly comprised of Community Development Block Grant funding totaling $786,162. Other Federal grant revenues includes; $306,912 in highway construction, $50,000 for brownfield cleanup, $125,000 in specialty court grants, $104,135 in emergency management grants and $135,000 in various grants to the police department for highway safety programs (DUII Blood Draws and patrols, pedestrian safety, seat belt, distracted driving etc). For the foreseeable future, the City expects that it will continue to be an entitlement community and the block grant funding will remain at or near this level.

The State revenue totals $11,525,051 and is mainly comprised of State Shared Revenues that are distributed by the State of Oregon totaling $9,786,000 and $1,501,916 in various state grants. The State collects the following taxes and shares them with its political subdivisions based upon a per capita distribution:

- $6,463,000 in the Street Fund from the state-wide gas tax
- $1,677,000 in the General Fund from the state-wide liquor taxes
- $1,169,000 in the General Fund from state-wide liquor sales (state revenue sharing formula)
- $ 370,000 in the General Fund from the state-wide marijuana tax
- $ 107,000 in the General Fund from state-wide cigarette tax

The State grants consists of:

- $750,000 in the WIFIA Water Construction Fund for the Purple Pipe Project
- $700,000 in the Capital Projects Fund for the Fanno Creek Trail
- $ 36,220 in the General Fund for dispute resolution services
- $ 15,696 in the Library Fund for the Ready to Read program.

The trend over the past three years is that these revenues are slightly increasing each year (except for cigarette taxes) and this trend is expected to continue. The increase from FY 2016 levels reflect an additional 4 cents gas tax increase beginning January 2018 and another 2 cents effective January 1, 2020. The state legislature has approved future 2 cent increases to the gas tax to be effective January of 2022 and 2024. The slight reduction in FY 2020 state revenues reflects reduced gas tax generation due to the COVID-19 pandemic causing reduced driving.

Local Intergovernmental revenue totals $22,997,511 with the majority ($9,712,901) provided by Washington County for the following:

- $6,175,000 in the Library Fund from a county wide property tax levy for consolidated library services
- $1,700,000 in the Street fund From a new county-wide motor vehicle registration fee
- $ 606,901 in the Transient Lodging Tax Fund for the city's portion of a county-wide transient lodging tax
- $ 316,000 in the Street Fund from a 1 cent count-wide gas tax
- $ 915,000 in the Capital Improvement Fund for street construction projects

In addition the city receives grant funding from the regional government consortium Metro totaling $9,638,000 for the following:

$9,145,000 for assistance with a affordable housing projects
$ 278,000 for planning grants
$ 215,000 in recycling grants.

All of these local revenues are ongoing and are expected to continue in future year's budgets.

Beginning in FY 2010 the budget includes contributions from the regional sewer system provider (Clean Water Services) towards sewer rehabilitation projects to reduce groundwater inflow and infiltration. CWS's contributions have been as follows:

- $1.7 million in FY 2012
- $777,000 in FY 2013
- $1 million in FY 2014
- $1.7 million in FY 2015
- $2.7 million in FY 2021

FEES, LICENSES, AND PERMITS
TEN YEAR HISTORY

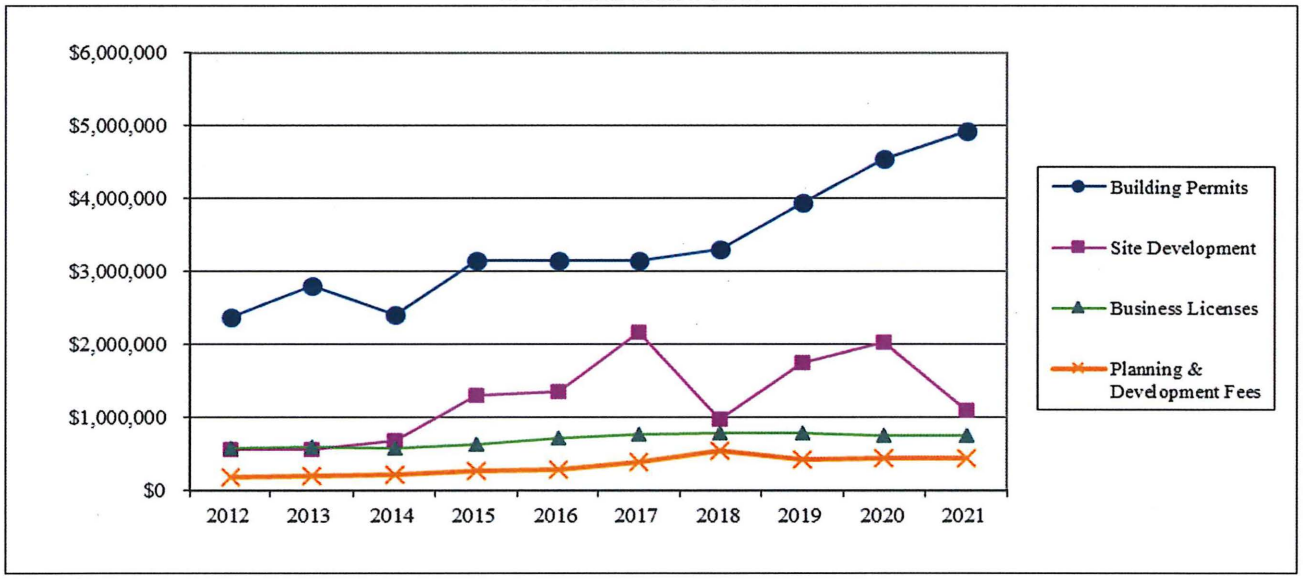


Figure 3

FEES, LICENSES, AND PERMITS

This revenue category includes business license fees, building permits and fees, and planning development review fees. Since FY 2012, revenues have increased in relation to the slowly improving economy. FY 2021 revenues, like FY 2020, will be increasing due to new subdivisions developments are based on issuing permits for 200 single-family dwelling units, 747 multi-family units and 10 commercial buildings.

For Beaverton's future development, approximately 544 acres of Urban Reserve Area 6B (total 1,776 acres), known as South Cooper Mountain (SCM), was annexed into the City in 2013. This 544 acre area will provide the community a potential of approximately 3,500 future housing units, a new high school and a small neighborhood commercial area. The first to develop is the intersection of Scholls Ferry Road and 175th Avenue with a new high school and an apartment and townhouse complex underway. Allowing another year for initial construction, it is likely that permit fees from building permits issued in the SCM area could result in significant increases in revenue streams starting FY 2020-21 and continuing through FY 2025-2026.

The remaining 1,236 acres in Urban Reserve Area 6B is subject to future Metro Urban Growth Boundary (UGB) expansion decisions. Assuming the remainder of the area is added to the UGB in the next 10 years, the same kind of detailed community plan would need to be developed prior to urbanization.

Business license fees are stable and show a general increase from the low point in FY 2010 as the general economy continues to slightly improve, as reflected in Figure 3. Beginning FY 2015-16 there was a slight increase in the license fee that generated an additional $130,000 in revenues annually.

SYSTEM DEVELOPMENT CHARGES AND TRAFFIC IMPACT FEES
TEN YEAR HISTORY

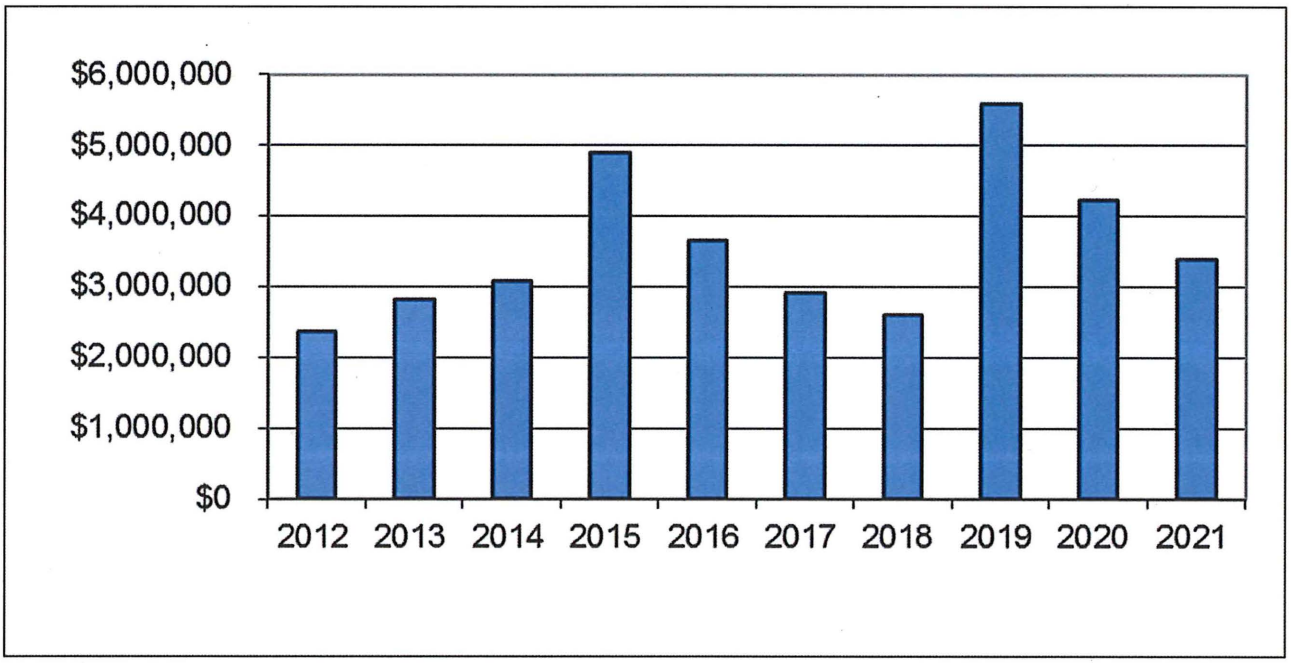


Figure 4

SYSTEM DEVELOPMENT CHARGES AND TRAFFIC IMPACT FEES

System Development Charges (SDCs) are assessed on new commercial and residential properties to connect to and use the existing capacities of the water, sewer and storm drain systems. Traffic Impact Fees (TIF) and the successor Transportation Development Tax (TDT) are similar to the SDCs in that they are assessed on new commercial and residential development based upon the number of traffic trips that the development will generate. The City can use the SDC and TDT revenue only for system capacity improvements.

The revenue trend, presented in Figure 4, has fluctuated in similar relation to the fluctuations in building permit, site development, and planning fee revenues. For FY 2021, SDC and TDT revenue is estimated using the same assumptions as the building permit revenues, which are based upon 200 single-family dwelling units and 747 multi-family units and 10 commercial buildings. FY 2015 and FY 2019 shows significant increases which was due to the re-development of a large commercial properties and site development fees in the new South Cooper Mountain residential development. Water SDCs and the TDT rates were held below scheduled levels for the past several years in order to not be a burden on new development.

RIGHT-OF-WAY FEES
TEN YEAR HISTORY

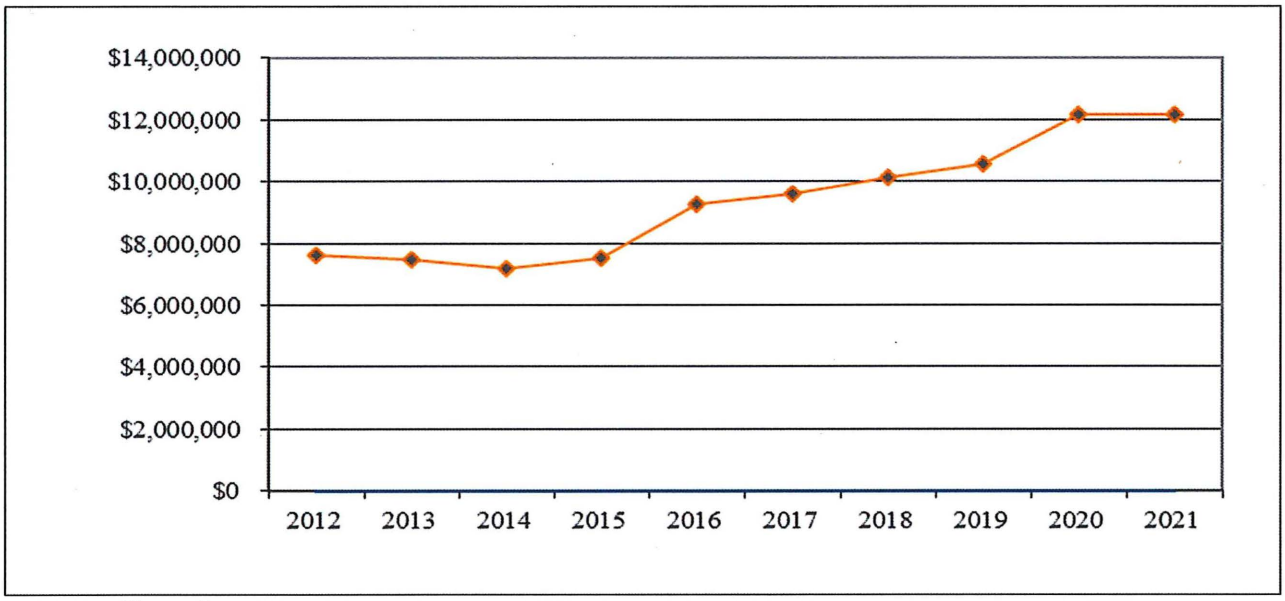


Figure 5

RIGHT OF WAY FEES

Right of Way fees are assessed on the various utilities that use the City's right of way and totals $12,161,400. The fees are collected based upon rates applied to the gross utility operating revenues generated within the City's corporate limits. The Right of Way fee rate is generally 5%. The electrical utility generates the largest share of the right of way fee revenue ($4,099,000) and with electricity usage being weather sensitive, fluctuations can occur from year to year. The significant increase for FY 2015-16 is due to increasing the right of way fee tax on natural gas from the previous 3.0% to 5.0% and on electricity from the previous 3.5% to 5.0%. This increased right of way revenues by $1.4 million annually. The general increase beginning in FY 2017 reflects the City enacting a general Right of Way Ordinance (ROW) on all utilities and telecom providers including other governmental water districts operating in the City, with a large increase occurring in FY 2019-20, when Comcast began paying the 5% ROW fee on its telecommunications services generating approximately $1.3 million in additional revenues.

FINES AND FORFEITURES
TEN YEAR HISTORY

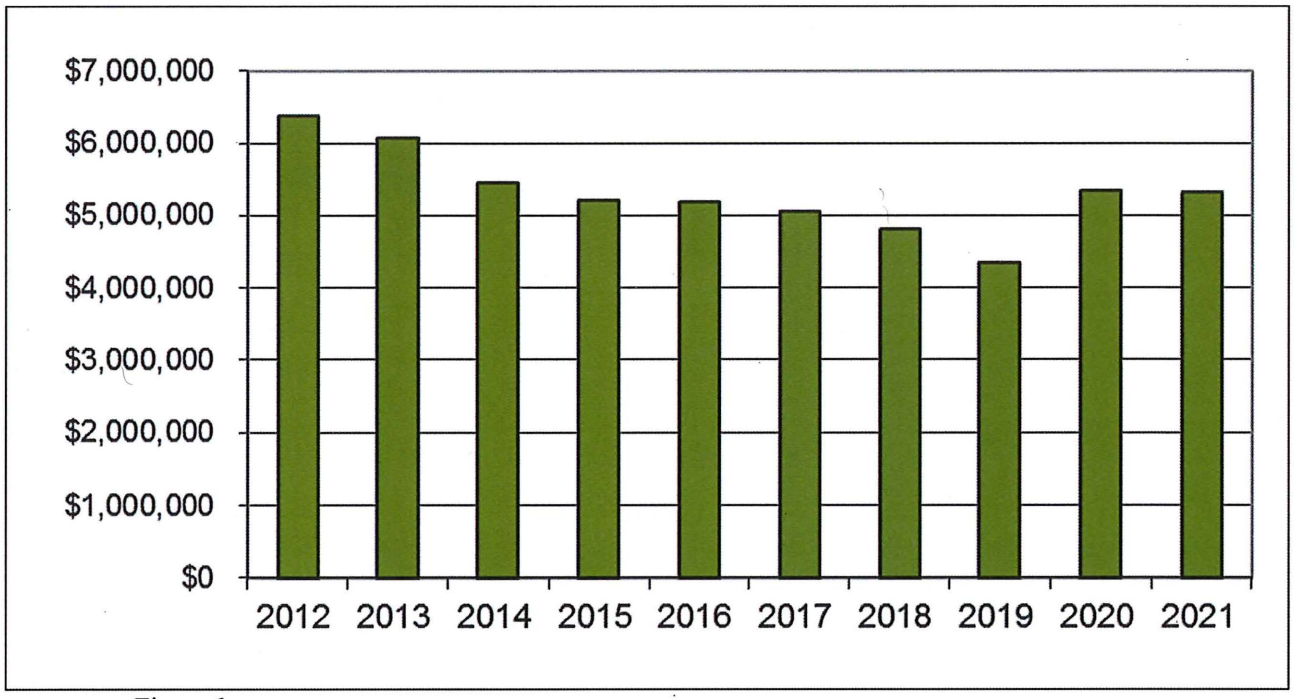


Figure 6

FINES AND FORFEITURES

Fine and Forfeiture revenues are received from the City's Municipal Court operations. Citations are generated from three sources, citations issued by the regular traffic patrol division, citations issued through ten red light cameras that are deployed at four intersections, and through two photo radar speed vans that are deployed at various locations throughout the city.

For FY 2014, the City saw a decrease in revenues from FY 2012 levels as the State Legislature changed the fine structure for all traffic violations issued after December 31, 2011. The Legislative change removed local jurisdictional control of setting fine amounts within a fine range structure established by the State to a set state-wide uniform single fine amount based on the class of violation. Prior to the change, Beaverton had set its various fine amounts at rates that were greater than the now statewide uniform fine amounts. Therefore, citation revenues will continue to decrease from the levels experienced in FY 2012. FY 2015 through FY 2019 reflects the leveling off of the citation revenues to the trend that is expected in future years. FY 2020 and 21 shows a significant increase due to enacting photo intersection speed citation on the four intersections that were monitoring red light violations. Citations are issued when a vehicle is travelling through an intersection at greater than 10 miles per hour over the posted speed limit.

INTEREST ON INVESTMENTS
TEN YEAR HISTORY

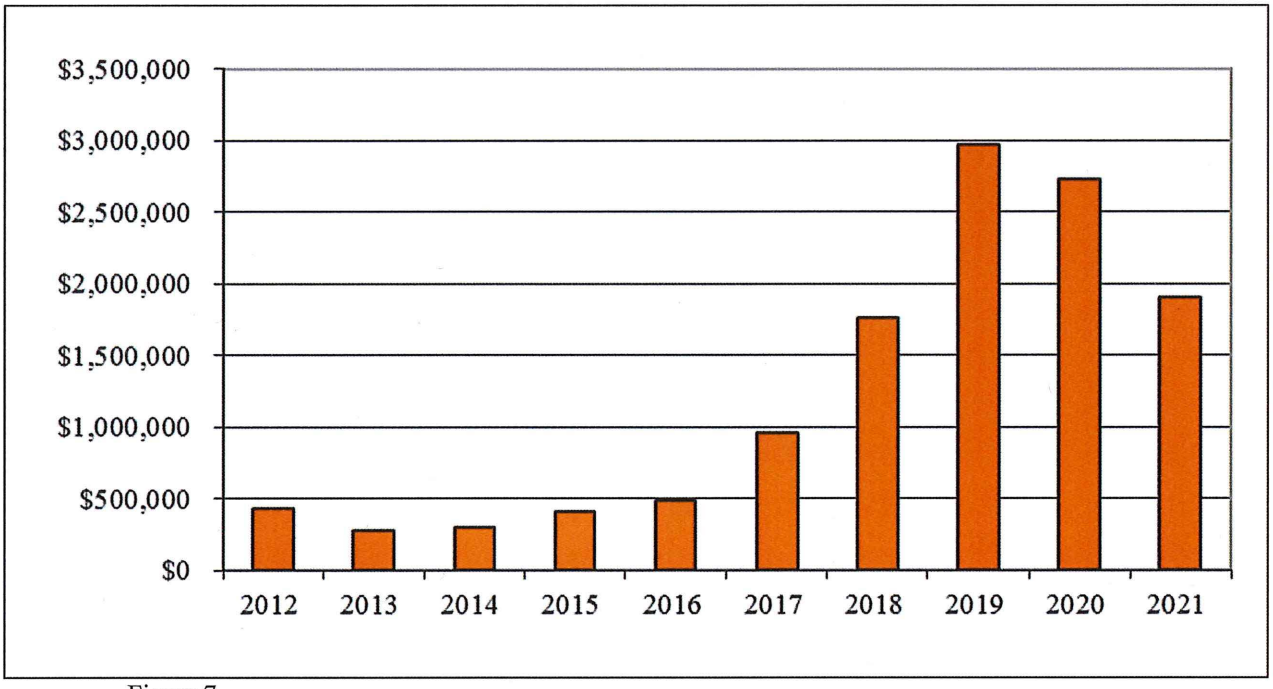


Figure 7

INTEREST ON INVESTMENTS
This revenue source is dependent on two factors, the short-term interest rates and the amount of resources available for investment. Since the financial crisis in FY 2008, the City's investment portfolio's interest earnings have significantly decreased and started to increase in FY 2015 as shown in the above graph. The amount of resources invested has remained stable over the past three years as fund contingencies have reached their preferred targets. On average the City has approximately $85 million in its investment portfolio. Therefore, the volatility of interest earnings (Figure 7) is due to the fluctuation of interest rates through FY 2017. Beginning in FY 2018, the portfolio increased by $35 Million from Bond Sale Proceed on the Public Safety Building and FY 2019 reflects an additional $18 Million in Bond Sale Proceeds from the recent Water Revenue Bond Issue. For FY 2021, interest earnings are estimated based upon using 1.40% average interest earnings rate which will be re-evaluated mid-year due to the recent downturn in investment earnings due to the COVID-19 pandemic.

SPECIAL ASSESSMENTS
This revenue is the annual portion (principal and interest) that property owners pay on their special assessments. Special assessments are liens against the benefiting property for constructing certain improvements through local improvement districts. The trend reveals a continuing decline reflecting that most of the special assessments have been paid off. The amount budgeted for FY 2021 represents the actual amount of annual special assessment payments that are due during the fiscal year.

UTILITY SERVICE REVENUES
TEN YEAR HISTORY

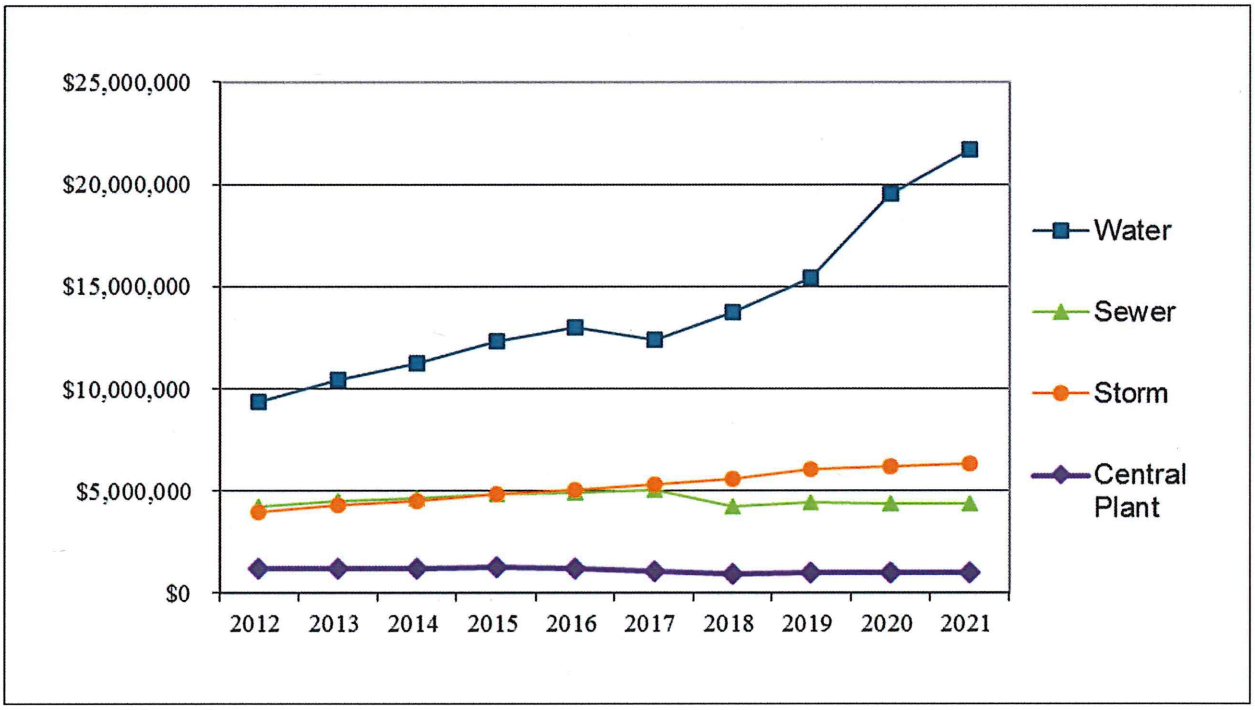


Figure 8

CHARGES FOR SERVICES - UTILITY SERVICE CHARGES

Utility Service Charges represent citizens' payments to the City for utility services (water, sewer and storm drain). Revenues from utility service charges have increased due to increases in our customer base and in certain utility rates, as reflected in Figure 8. The number of customer increases between .50% and .75% per year for all utilities, annually.

The Water Fund's FY 2021 adopted budget reflects an annual 10 cent rate increase that has occurred since FY 2009 except for one year FY 2017 in which the City Council opted not to enact the annual rate increase as reflected in the trend line. In addition the FY 2021 adopted budget includes an additional 56 cent rate increase effective December 2020 for debt service on a new $28 million water revenue bond that was issued in April 2020 and also an upcoming loan from the State for $20 million. This trend line also reflects that FY 2017 was a cooler year for summertime irrigation. FY 2021's summer weather pattern is expected to be normal and with the water consumption rate 3.25% increase water revenues are expected to increase.

In addition to the water consumption rate, the City also charges a monthly demand charge (sometimes called a meter charge or a base charge) that is based upon the meter size. FY 2021 includes a 6.25% increase to the monthly meter demand charge, with the largest number of meters being 5/8 inch meters. This meter size serves single-family residences and the monthly rate increase by $1.00 from the previous $16.00 rate to the new $17.00 rate. These revenues are used to continue the City's water system rehabilitation program to replace aging waterline in the City's older sections. In the past nine years, the City has spent $17 million on rehabilitation projects.

The City's sewer rates are set by a regional agency, Clean Water Services (CWS), with the revenues shared between CWS and the 7 cities in the sewer district. The cities retain 16.4% of the revenues collected and remit 83.6% to CWS. FY 2021 reflects a 0% increase to the sewer rates authorized by the CWS Board of Directors. CWS operates the treatment plant, pump stations and trunk lines larger than 21 inches. The cities maintain sewer lines up to 21 inches within their corporate boundaries.

In addition to the sewer rates set by CWS, the City has enacted a $2.00 surcharge per Equivalent Dwelling Units. The $2 surcharge raises an additional $1.3 million annually. The surcharge revenue is used to fund a rehabilitation and

replacement program. This program will upgrade current existing systems that are failing or deficient and FY 2021 includes $1 Million in construction projects for the rehabilitation and replacement program.

The monthly base storm drain rate is also set by CWS with the revenues shared between CWS and the City. The base charge established by CWS is $9.75 per Equivalent Service Unit (a single family resident is one ESU) which reflects a $0.50 increase over last year's rate of $9.25. Of the base charge, 25% ($2.44) is remitted to CWS and the City retains the balance 75% ($7.31) which is used for operating the storm drain system. The storm revenue trend line in Figure 8 reflects steady increases from the annual rate increases as approved by CWS board of directors and also similar to the Sewer Rate, reflects that for FY 2021a 0% rate increase on the storm water rates.

In addition to the $9.75 base monthly charge, the City has enacted a $2.00 storm drain surcharge per ESU. The $2 surcharge raises an additional $1.4 million annually. The surcharge revenue is used to fund a rehabilitation and replacement program. This program will upgrade current existing systems that are failing or deficient and FY 2021 includes $3.7 million in construction projects for the rehabilitation and replacement program.

The Central Plant is a heating and cooling system that has the current capacity to provide these services to 1 million square feet of office and residential space. Currently the plant is servicing only 330,000 square feet to 5 buildings in The Round development. The ultimate build out of The Round development is designed to include an additional 5 buildings with up to 572,000 square feet of conditioned space. As reflected in the trend graph, the revenue has been stable and no change will occur until additional office and residential space is constructed.

SELF INSURANCE CHARGES

The Self-Insurance Charges represent payments from the City's operating funds for the various insurance coverages; general liability, property casualty, and employee medical, dental, unemployment and worker's compensation. The medical insurance coverage represents the major component of these charges. The City has been able to minimize rate increases by restructuring our medical plan coverage. The City has incorporated all employee groups (2 unions and management) under the same medical benefit program. The medical program is comprised of two plans:

1. Kaiser Permanente (HMO)
2. Preferred Provider Plan (P500)

The City covers 100% of the HMO and 95% of the P500 premium for all employees. The FY 2021 budget reflects a medical benefits package that will result in an overall 6.93% increase in medical insurance expenses over FY 2020's levels.

BOND/FINANCING PROCEEDS

FY 2017 reflects a total of $38,452,459 in financing proceeds comprised of:

- $34,999,828 Voter Approved General Obligation bonds to finance building a new Police Public Safety Building. Prior to this new bond issue, the city had last issued Voter Approved GO bonds in FY 1999 for the construction of a new Library Building.
- $347,645 in in loan proceeds from the State's Infrastructure Finance Authority to assist the city in construction Aquifer Storage and Recovery Well Number 5. The total loan amount is $5 million with $750,000 being forgivable resulting in a net future payable of $4,250,000 at a 2.96% interest rate
- $2,921,900 in line of credit proceeds for the Urban Redevelopment Agency to fund development incentives ($1,121,900), land acquisition ($1,800,000).
- $183,086 in short term borrowing for the Urban Redevelopment Agency to fund design stages of the parking garage on Lot 2 at The Round project.

FY 2018 reflects a total of $21,879,201 in financing proceeds comprised of:

- $21,152,912 in Water Revenue Bonds to finance water system capacity improvements.
- $726,289 in short term borrowing for the Urban Redevelopment Agency to fund design stages of the parking garage on Lot 2 at The Round project ($202,604) and for land acquisitions ($523,685).

FY 2019 Estimate reflects a total of $3,823,592 in financing proceeds comprised of:

- $3,001,332 in short term borrowing for the Urban Redevelopment Agency to fund design stages of the parking garage on Lot 2 at The Round project ($577,563) and for land acquisitions ($2,423,769).

FY 2020 Budget reflects a total of $146,762,405 in financing proceeds comprised of:

- $55000,000 in Special Revenue Bonds for the Beaverton Urban Redevelopment Agency (BURA) to provide $35 Million for construction projects, $19 Million to repay the Line of Credit facility and $1 Million for BURA operations of which $426,068 was for the cost of the bond issuance.
- $33,758,996 in Water Revenue Bond Issue to finance water system capacity improvements.
- $21,152,996 in Special Revenue Bonds to finance the City's share of the construction of the Patricia Reser Center for the Arts facility. The project's total cost is approximately $46 million of which Ms. Reser has pledged $13 million and the remaining funding has been raised through a capital campaign.
- $16,078,100 in line of credit proceeds for the Urban Redevelopment Agency to fund the construction of a parking garage on Lot 2 of The Round development project.
- $14,104,329 in Special Revenue Bonds for City Civic Construction projects for:
    - $7,052,165 for the Public Safety Center's construction funding gap,
    - $2,518,630 for the City Park Fountain reconstruction
    - $1,640,000 for the Public Safety Center Plaza and Gateway
    - $1,200,000 for the Central Plant expansion to serve the PRCA and Parking Garage
    - $1,693,534 for other City projects of which $33,735 was used for bond issuance costs and the remaining $1,659,799 available for future projects such as the Griffith Park building remodel or Rail Road Quite Zones.
- $1,272,000 in loan proceeds from the State's Infrastructure Finance Authority to assist the city in construction Aquifer Storage and Recovery Well Number 5. The total loan amount is $5 million with $750,000 being forgivable resulting in a net future payable of $4,250,000 at a 2.96% interest rate.
- $5,395,984 in short term borrowing for the Urban Redevelopment Agency to fund the expenditures budgeted in the BURA Program and Activities Fund 903 ($3,117,150), property acquisitions ($2,203,834) and parking pay station project ($75,000).

FY 2021 Budget reflects a total of $20,425,826 in financing proceeds comprised of:

- $11,299,471 in loan proceeds from the Federal Government's Water Infrastructure Financing and Innovation Act for water construction projects.
- $2,452,355 in loan proceeds from the State of Oregon's Infrastructure Financing Authority for the water systems Aquifer Storage and Recover Well Number 5
- $1,337,000 in loan proceeds from the State of Oregon's Infrastructure Financing Authority for the water system's North Transmission Line
- $1,337,000 in loan proceeds from the State of Oregon's Public Works Fund also for the water system's North Transmission Line.
- $4,000,000 in short term borrowing for the Urban Redevelopment Agency to fund the expenditures budgeted in the BURA Program and Activities Fund 903

MISCELLANEOUS

FY 2020 Miscellaneous Revenue levels are higher than other years due to receiving $6 million from private donors for the construction of the Patricia Reser Center for the Arts Facility.

INTER-FUND TRANSFERS

Inter-fund Transfers comprise of charges to the City's operating funds for services provided and include; reprographics, garage fleet maintenance, information systems, geographic information systems (GIS), and facility administration. The revenues are determined based upon the cost of providing the internal services. The costs are apportioned to each operating fund based upon its usage of the services.

Inter-fund transfers also consist of capital construction transfers from the General Fund, Storm Drain Fund, Street Fund and Transportation Development Fund to the Capital Projects Fund and the Capital Development Fund. The transfers are designated for specific street, utility and civic construction projects through the Capital Improvement Plan, which is summarized later in this section.

A complete detail of each Fund's Inter-fund transfers is presented on pages 493 to 496.

CAPITAL OUTLAY SPENDING AND CAPITAL IMPROVEMENTS PROJECT FUNDING

As part of the budget process, City departments request operating capital needs to meet the following objectives; safety requirements, replacement schedules, and improved operational efficiencies. All capital requests are reviewed by the Mayor, and the Finance Director and then prioritized and recommended for funding based upon these objectives. This year's available capital outlay funding was sufficient to fund all the necessary requests. The complete list of operating capital (mainly vehicles and equipment) along with capital infrastructure improvements is presented on pages 74 through 83.

In conjunction with the budget process, the City prepares a separate ten-year Capital Improvements Plan (CIP). Appropriations for the Fiscal Year (FY) 2020-21 CIP projects are incorporated into the FY 2020-21 budget. The complete CIP is presented in a separate document. The CIP is an essential implementation tool for managing our growing city's assets in a collaborative manner that incorporates city plans and policies, with the Comprehensive Plan being the overarching plan that includes all master plans and strategic documents that are key to the CIP. The City's CIP can be found on our website at https://www.beavertonoregon.gov/225/Capital-Projects. To obtain a copy, please contact the Finance Department by mail at PO Box 4755, Beaverton, Oregon, 97076-4755, by email at financemail@beavertonoregon.gov, or by phone at 503-526-2241. The following is the CIP document's introduction section, which explains the process and highlights the various construction projects.

Highlights of the CIP for FY 2020-21 follow.

Introduction to the Fiscal Year 2020-21 CIP

The Capital Improvement Plan (CIP) is developed annually by City staff from multiple departments and adopted by the Beaverton City Council. The CIP is the road map for capital projects that will be planned, designed, and constructed over the next decade to meet the Council's priorities. These projects are varied and support community development, rehabilitate and expand on existing utility infrastructure, and promote safety and accessibility in the City's transportation system. While priorities, timelines, and project scopes can change over the years, the focus of the CIP will always be to build a better Beaverton. Civic work is focusing the completion on large transformative projects in the City. The Public Safety Center will be completed early in FY 20-21 and the Patricia Reser Center for the Arts will be completed in FY 21-22. After these two large projects are completed, the civic CIP will begin to switch focus toward Beaverton Urban Redevelopment Agency (BURA) projects. The City also plans to rebuild the Library Fountain in the coming fiscal year. Most transportation work will focus on design and right-of-way acquisition for upcoming projects. Some larger transportation projects, including the Westgate/Dawson Intersection Realignment, Western Ave, and Allen Blvd (Scholls to 92nd) projects, will begin construction in the latter half of FY 20-21 and will be completed in the following fiscal year. Staff continue to design and construct active transportation and traffic calming projects throughout the City. Water projects continue to be a focus of City engineering staff. Several large water capital projects are in various stages of design or construction and this will continue for the next 10 years. The continued development of South Cooper Mountain, future annexation of Cooper Mountain Urban Growth Boundary (UGB) expansion, investment in our aquifer storage and recovery (ASR) system, partnership in the Willamette Water Supply Program (WWSP), and transfer of Tualatin Valley Water District (TVWD) customers to the City water service all require significant capital and staff time investments. In 2020, Public Works staff coordinated with Finance department staff to apply for a federal Water Infrastructure Finance and Innovation Act (WIFIA) loan that will help to fund many of these large projects over the next decade. Sewer projects will mostly focus on pipe rehabilitation and Inflow and Infiltration (I&I) reduction in the coming years. The Erickson Trunk Sewer Trunk Upsizing project is an example of this type of work, and that project be constructed in two phases in the upcoming fiscal years. Future annexation of the Cooper Mountain UGB expansion will require capital improvements and pipe sizing projects that will allow for large residential developments. The types of storm drainage projects vary greatly in FY 20-21. The focus of staff will be on the first citywide stormwater master plan since 1994 and the Cooper Mountain Utility Plan. These two master plans will guide the stormwater CIP over the next several years. Staff will also continue to work on pipe rehabilitation projects and the Watson Stormwater Outfall facility construction that will help to facilitate development within the BURA limits.

Fiscal Year 2020-21 New Projects List:

Civic

None

Transportation

3416	Downtown Beaverton Rail Safety Improvement Project (Rail Quiet Zones)
5206	Hall & Sabin Crossing Improvement
5207	Beard Rd & 151st Crossing Improvement
5208	Bonnie Brae (Murray Blvd to Menlo Dr) Traffic Calming
5209	Barlow Rd (Murray Blvd to Wilson Ave) Traffic Calming
5210	Hall Blvd (Ridgecrest Dr - Hwy 217) Overlay

Water

4135	Griffith Dr 8-Inch Waterline
4169A	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - Phase 1
4169B	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - Phase 2
4169C	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - Phase 3
4198	SW Wilson Ct (Kimberly - Hart) Waterline Replacement
4199	PRV Decommissioning

Sanitary

6105	Erickson Trunk Basin I&I Reduction Project
6106	Sewer in ODOT HWY 217 ROW Improvements

Storm

None

Public Involvement
Hundreds of needed capital projects have been identified through the Community Vision Access Plan, master plans, and the BURA Action Plan. All of these plans had public involvement to some degree. The City's CIP is comprised of the highest priority capital projects from these adopted documents. On January 7, 2020, staff presented City Council with a schedule for the FY 2020-2021 CIP, which included a tentative public involvement plan for the CIP process that staff are continuing to refine. The CIP public involvement plan has two primary objectives:

1. Inform stakeholders that the City is taking steps to implement existing adopted plans, which were developed with their input.
2. Consult with stakeholders to listen, acknowledge possible concerns, and gain feedback on draft proposals.

Staff connect with multiple stakeholders during the CIP process. These stakeholders include: Beaverton residents, business organizations (such as the Westside Economic Alliance and Beaverton Downtown Association); neighborhood associations; City boards and commissions; and partner agencies such as Washington County, Tualatin Hills Park & Recreation District, Beaverton School District, Joint Water Commission, Clean Water Services, Oregon Department of Transportation, TriMet, Willamette Water Supply Program, and the Tualatin Valley Water District. With so many different types of stakeholders, staff must connect with them in different ways. Tools that staff use include interested parties/project mailings lists, newsletters, fact sheet handouts, mailers, map-based online public comment, project websites, City calendar, presentations, in-person and virtual open houses, and social media. Staff will continue to look for additional ways to connect with stakeholders in the future. The CIP project team will follow up with stakeholders who have provided input during the CIP process to relay how their input was used, and whether it influenced decisions. The same tools used to connect with stakeholders will be used to follow up.

Funding
The funding for CIP projects planned for Fiscal Year 20-21 are facing a unique challenge in the COVID-19 pandemic. City staff are expecting reductions in revenues for the many funds that support the construction of capital

improvements, and extent and of the reductions is impossible to predict currently. Staff will be continually monitoring revenues and will remain flexible in the planned schedule of projects. Some projects could be delayed to later years while others will have to maintain their schedules due to many factors. While delaying some projects may be necessary, it has a domino effect in later years and, at this time, staff are confident in the ability to responsibly deliver the projects proposed in the CIP. The reductions in revenues has magnified some funding challenges that already existed prior to the COVID-19 pandemic. Because of this, staff will be doing in depth revenue and expenditures predictions for the next ten years in each of the enterprise funds and the street fund. An in-depth analysis was already done for the water fund in preparation of the City's WIFIA loan application that will serve as the blueprint for the analysis of the other funds. Staff will be bringing each of these analyses to City Council for review and discussion in FY 20-21.

Modifications and the Future of the CIP

The CIP project team is always searching for ways to improve and innovate the CIP document and process. In FY 2020-21, the team chose to focus on four areas of improvement:

1. Expansion to a 10-year CIP – Engineering staff have continued to expand the future projects list out to ten years where possible and incorporating future revenue and funding projections.
2. Include all aspects of the right-of-way – At the direction of City Council, staff are striving to include all aspects of infrastructure work within the right-of-way in the CIP (e.g., ramps, sidewalks, bike lanes, and street lights).
3. Optimize the CIP online database – The CIP project team worked with City Finance and Information Services Division (ISD) staff to refine the online database. The online database now communicates with financial software and will help with future project accounting and management.
4. Creation of a CIP Web Map – The project team worked with City GIS and Web Team staff to create a new interactive web map in the City's map center. This map allows City residents to see all current and future CIP projects in the City, and allows Project Managers to make daily updates to project webpages to keep residents informed of the progress of these projects.

City staff are excited about building upon these CIP improvements and continuing to innovate and refine the CIP. Expanding to a 10-year CIP and including all aspects of infrastructure in the right-of-way will lead to better coordination between utilities and transportation, and will encourage projects to package together design and construction work. Converting the CIP to an online database that is updated by individual project managers has allowed the CIP team to keep the database up-to-date and store more information about projects for future analysis. A push for more sustainability may ultimately lead to an online only document that will be more accessible for Beaverton residents. Going forward, the CIP will not only be an outline of improvement projects for streets, utilities and neighborhoods, but one that includes more active participation from the community as well. As the City moves further into a paper-free, digital age, staff recognize that our CIP needs to follow the same path. A new and improved website with real-time project updates, and an interactive map will help residents easily identify projects in their area to keep them informed on project news that affects their neighborhood and commute. Tools like these are leading to more public involvement and engagement with the community.

Residents Requests

So far in FY 2020-21, there have been twenty (20) resident CIP nominations. Most of the requests were for construction of transportation projects in different areas of the City. Eleven of the nominations were for sidewalk projects, including four for a sidewalk on Marjorie Ln between Scholls Ferry Rd and 101st Ave. There were two nominations for the extension of 125th Ave. There were also single nominations each for broadband, drainage, irrigation, and rail crossing projects. Residents may recommend projects to be considered in future CIP budgets by sending their requests to the City's Public Works Department through the City website at: http://apps.beavertonoregon.gov/CapitalProjects/projectrequestform.aspx. Upon receipt, City staff will evaluate each request and respond to the requestor in writing with the course of action proposed by the City. The City is particularly interested in recommendations that help eliminate or reduce the risk of personal injury or damage to private property, such as perennial flooding problems. The FY 2020-21 CIP budget includes maintenance and repair projects that address known and unreasonable risks to private property. Additional information on the City's CIP is available on the City's website (www.beavertonoregon.gov). The CIP Interactive Map continues to be the easiest way to see what and where CIP projects are proposed.

General Fund 5-Year Projections 2021-2025

	FY 2020-21 Adopted	FY 2021-22 Projected	FY 2022-23 Projected	FY 2023-24 Projected	FY 2024-25 Projected	FY 2025-26 Projected
Revenues:						
Taxes	$ 39,851,368	$ 39,869,981	$ 41,120,920	$ 42,434,254	$ 43,761,104	$ 45,127,622
Intergovernmental	4,580,965	4,737,795	4,599,540	4,714,984	4,834,247	4,957,455
Business licenses & permits	761,600	783,162	804,915	827,302	850,342	874,054
Zoning/Annex/Site Dev fees	1,550,000	1,592,000	1,635,170	1,679,544	1,725,155	1,772,039
Franchise fees	4,359,887	4,626,381	4,894,086	5,163,376	5,434,622	5,708,187
ROW Fees	5,930,500	6,108,875	6,285,877	6,468,695	6,657,523	6,852,562
Service Fees	1,886,436	1,919,315	1,952,778	1,986,838	2,021,503	2,056,784
Fine & forfeitures	5,217,000	5,339,830	5,465,849	5,595,144	5,727,806	5,863,930
Interest on investments	335,800	239,030	87,357	(126,953)	(399,992)	(742,133)
Lien Searches & Passports	233,000	239,030	245,232	251,610	258,170	264,917
TriMet Reimbursements	693,476	714,280	735,708	757,779	780,512	803,927
Services Provided Other Funds	820,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous	486,242	477,742	484,231	490,915	497,799	504,890
Inter fund transfers	6,831,087	7,041,543	7,252,751	7,470,296	7,694,366	7,925,158
Sub Total Revenues	$ 73,537,361	$ 74,238,964	$ 76,114,414	$ 78,263,784	$ 80,393,157	$ 82,519,392
Expenditures:						
Personal services	$55,557,340	$58,329,934	$61,241,157	$64,297,941	$67,507,565	$70,877,670
Materials & services	14,388,478	13,777,798	14,257,424	14,754,754	15,270,485	15,805,343
Capital outlay	1,594,975	947,652	938,182	949,177	1,025,653	1,032,622
Transfers	8,541,013	9,269,670	9,523,197	9,778,277	10,045,388	10,323,513
Debt Service	-	-	-	-	-	-
Sub Total Expenditures	$ 80,081,806	$ 82,325,054	$ 85,959,960	$ 89,780,149	$ 93,849,091	$ 98,039,148
Revenues Over/Under Expenditures	$ (6,544,445)	$ (8,086,090)	$ (9,845,546)	$ (11,516,365)	$ (13,455,934)	$ (15,519,756)
Est. Underspending from Budget to Actual	4,216,715	4,294,277	4,487,800	4,690,372	4,902,427	5,124,418
Net Revenue Over (Under Expenditures)	$ (2,327,730)	$ (3,791,813)	$ (5,357,746)	$ (6,825,993)	$ (8,553,507)	$ (10,395,338)
Beginning Fund Balance	15,483,943	13,156,213	9,364,400	4,006,654	(2,819,339)	(11,372,846)
Ending Fund Balance	$ 13,156,213	$ 9,364,400	$ 4,006,654	$ (2,819,339)	$ (11,372,846)	$ (21,768,184)
Percent of Contingency to Net Expenditure	7.88%	2.80%	-3.90%	-11.75%	-20.86%	-31.16%

CAPITAL OUTLAY REQUESTS BY PROGRAM

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
General Fund				
City Council	No requests submitted			
Mayor's Office	No requests submitted			
Non-Departmental	Non-Departmental	31,200	N/A	Replacement vehicle
	Beaverton Central Plant	550,200	300,000	Upgrade to Central Plant for the Patricia Reser Center for the Arts (PRCA)
		75,000	100,000	Upgrade to Central Plant and pump room equipment for the Parking Garage
Human Resources	No requests submitted			
Finance Department	No requests submitted			
Municipal Court	Municipal Court Services	40,000	N/A	Enhancements for the Ecourt software
City Attorney	No requests submitted			
Police Department	Field Services	426,600	430,000	Replace six patrol vehicles, one CID vehicle, one PIO vehicle, One K9 SUV and two motorcycles
Community Development	Admin & Support	396,000	250,000	Replace development review process electronic permitting system
Capital Development - Engineering	No requests submitted			
Public Works Department	Landscape Maintenance	41,700	N/A	Replacement pick-up truck
		13,325	N/A	Replacement trailer
		20,950	N/A	Additional equipment - stump grinder
Total General Fund		**$ 1,594,975**	**$ 1,080,000**	

Impact on Operating Budget:

The equipment and vehicle purchases mainly replace existing stock and systems and future budgets will not have additional cost impact for their operations and the annual contribution to their eventual replacement. The upgrades to the Beaverton Central Plant will have an impact on its operating expenses of approximately 7% valued at $17,000 and would be recovered from increased heating and cooling service revenues. The new permit software system will have an annual software maintenance expnese beginning in FY 2021-22 estimated at $86,250 per year.

CAPITAL OUTLAY REQUESTS BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Street Fund				
Capital Development - Engineering	No requests submitted			
Public Works Department	Street Maintenance	25,100	N/A	Additional caterpiller loader (cost split between Street, Storm Drain and Water Funds)
		198,500	N/A	Replacement dump truck
	Traffic Control & Maintenance	10,500	N/A	One line lazor road striping applicator
		18,350	N/A	One large format inkjet sign cutter and printer
		150,000	N/A	Installation of optic fiber on the Murray Blvd. extension and on Barrows Road for traffic signal communications
	Street Lighting & Maintenance	500,000	500,000	Continued retrofitting of existing street lighting from high pressure sodium to LED
Total Street Fund		**$ 902,450**	**$ 500,000**	

Impact on Operating Budget:

Most of the equipment and vehicle purchases replace existing stock and future budgets will not have additional cost impact to this year or future years for their operations and the annual contribution to their eventual replacement. The installation of fiber optic lines for street signalizaion timing and communcations will have a net cost savings as future continued on-site at traffic signals will be significantly reduced. The street light replacement project with LED fixtures is expected to reduce the annual cost of the street light systems maintenance as LED fixtures require significantly less ongoing annual maintenance than the current high pressure sodium light fixtures.

Building Operating Fund	Bldg. Division Admin.	250,000	N/A	Replacement electronic permitting software.
Total Building Operating Fund		**$ 250,000**		

Impact on Operating Budget:
The new permit software system will have an annual software maintenance expnese beginning in FY 2021-22 estimated at $28,750 per year.

Lodging Tax Fund	No requests submitted			

CAPITAL OUTLAY REQUESTS BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Traffic Impact/Dev Tax Fund		361,073	N/A	Improvements to traffic signal system at Allen Blvd.

The signalization improvements along SW Allen Boulevard will install adaptive traffic signal improvements for signalization communications for better traffic flows. These improvementswill result in a net cost savings as future continued on-site at traffic signals will be significantly reduced.

Library Fund	No requests submitted			
Capital Development Fund	Project 3509	917,600	N/A	Public Safety Center (PSC)
	Project 3513	406,019	N/A	Property Acquisition Program
	Project 3521	27,269,448	N/A	Patricia Reser Center for the Arts
	Project 3522	2,994,600	N/A	City Park Fountain Improvements
	Project 3523	700,000	N/A	PSC Plaza and Entryway
Total Capital Dev. Fund		**$ 32,287,667**	**$ -**	

Impact on Operating Budget:

Project 3509 will build a new police 70,000 square foot operations building which is scheduled to be occupied in August 2021 and the current adopted budget includes $624,034 as the cost to operate the new building and will be ongoing in future budgets. If needed this cost can be absorbed by un-levied property taxes, which is currently valued at $3.9 Million annually. Project 3513 will have a minimal impact on the General Fund for vacant property management estimated at $10,000 per year. Project 3521 will build a 550 Seat Performing Arts facility which should be operational in November 2021, The annual cost to operate this facility is estimated at $2.5 Million and will be funded by curretly levied and collected Transient Lodging Taxes. Project 3522 will re-habilitate the exisiting City Park Fountain which is currently an underground water pumping and recycling system which requires confined space entry requirement. The new park fountain's water puming and recycling will be housed in an above ground building and will be much easier to maintain resulting in a net savings on continued operations. Project 3523 will be completed in November 2020 and will and addtional landscaping and maintenance costs estimated at $10,000 per year.

Capital Projects Fund	Project 3112	900,000	1,200,000	Shared use path connection on Allen Blvd (92nd to Scholls Ferry Road)
	Project 3113	237,000	1,070,000	Sidewalk on Laurelwood Ave. (Scholls Ferry to Apple Way)
	Project 3143	60,000	N/A	Active Transportation Projects
	Project 3189	120,000	N/A	Traffic Calming Projects
	Project 3321	1,565,000	N/A	Westgate/Cedar Hills/Dawson Intersection Realignment
	Project 3327	550,000	1,000,000	Millikan Way Extension (Watson to Lombard)
	Project 3328	575,000	631,000	Western Ave. Improvements (5th St. to Allen Blvd.)

CAPITAL OUTLAY REQUESTS
BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Capital Projects Fund (continued)				
	Project 3408	650,000	1,260,000	Hocken Avenue Widening (RR to TV Hwy)
	Project 3413	150,000	N/A	Citywide fiber connections
	Project 3416	175,000	1,000,000	Quiet zones
	Project 3417	190,000	N/A	Fanno Creek trail - Allen to Denney Road
	Project 3519	270,000	236,000	Canyon Road intersection improvement
Total Capital Projects Fund		**$ 5,442,000**	**$ 6,397,000**	

Impact on Operating Budget:
This fund accounts for improvements to the transportation system. The majority of the projects address either a system improvement or safety issue for vehicular, pedestrian or bicycle traffic and the impact to future operations is minimal. The Sidewalk Improvement project (3112 and 3113) will fill in gaps in the City's sidewalk infrastructure to alleviate safety concerns. The Traffic Safety Improvement Projects and the Western Avenue Project will not have a material impact on future operating costs. Project 3321 will eventually add one traffic signal that will require annual maintenance estimated at 10,000 annually. Project 3408 the Hocken Avenue Rail Road Crossing will alleviate a traffic safety issue and provide enhanced traffic circulation without additional increased operating costs. Project 3327 will add approximately .35 miles to the street road maintenance system and will cost an estimated $12,000 annually in maintenance costs.

Water Fund	Project 3611 - Joint Water Commission (JWC) Projects	1,084,005	1,183,520	Miscellaneous JWC capital repair / replacement
	Project 3701 - Water System Improvements	4,534,000	N/A	Water system improvements
	Water System Distribution	51,300	N/A	One replacement truck with a dump body and safety lighting
		30,280	N/A	One new additional transit van for customer service (includes shelving and safety lighting)
		235,000	N/A	Heavy duty crane (includes lighting, reels, water tank generator and shelving)
		25,100	N/A	Additional caterpiller loader (cost split between Street, Storm Drain and Water Funds)
		33,400	N/A	Additional equipment - enclosed trailer for concrete saw and tank
		180,000	N/A	Additional equipment - large loader

CAPITAL OUTLAY REQUESTS
BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Water Fund (continued)				
	Water System Quality	35,500	N/A	Replacement pick-up truck with crew cab (includes safety lighting and canopy)
		4,000	N/A	Auto flushing stations
		104,000	N/A	Replace aging telemetry equipment at four sites
Total Water Fund		**$ 6,316,585**	**$ 1,183,520**	

Impact on Operating Budget:

The water line replacement and system improvement programs are designed to replace sections of water lines that have a high frequency of repair and maintenance needs. Each year funding is dedicated to this program. This program will reduce the activities for emergency water line repairs and the staff resources can be reallocated to enhance other maintenance activities. After each project is completed, the Water Fund will be required to maintain the infrastructure; however, since we are replacing failing waterlines, it is anticipated that the required annual maintenance and emergency repairs will decrease. With regards to the equipment purchase, the two additional fleet vehicles will add approximately $10,000 in annual maintenance/fuel costs and $48,600 in annual replacement costs over a ten-year period.

Sewer Fund	Project 3811 - Collection System Improvement (SDC Projects)	2,710,000	N/A	Erickson trunk upsizing (6th Street to 10th Street)
	Project 3813 - 6B Area Cooper Mtn. Sewer Infrastructure Project	62,000	50,000	South Cooper Mtn. (West) Additional Capacity Improvement
	Project 3850 - Maint. & Replacement Program	10,000	N/A	Canyon Road intersection improvements
		100,000	440,000	McKay Subdivision Utility Improvement Phase 1
		130,000	250,000	Utility Improvements at Dover Lane near Oleson Rd (North)
		170,000	N/A	Utility Improvements at Dover Lane near Oleson Rd (South)
		280,000	N/A	Sewer in ODOT Right-of-way on Hwy. 217
		100,000	200,000	Erickson trunk basin
		300,000	N/A	Watson Avenue sewer work associated with pump station and Millikan extension

CAPITAL OUTLAY REQUESTS
BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Sewer Fund (continued)	Sewer System Maintenance	31,500	N/A	Replacement vehicle - small SUV plug-in vehicle with safety lighting
		25,000	N/A	Equipment - CCTV transporter
Total Sewer Fund		**$ 3,918,500**	**$ 940,000**	

Impact on Operating Budget:

The sewer construction projects either replace or upgrade existing sewer lines and will reduce required maintenance activities that can be shifted to other maintenance programs. Most of these projects replace existing lines (Project 3850) and are funded from current sewer service charges and from sewer system development charges. This program will reduce the activities for emergency sewer line repairs and the staff resources can be reallocated to enhance other maintenance activities Project 3811's Erickson Avenue project will increase the capacity of existing sewer lines. The additional capacity will require approximately $8,000 in annual maintenance and operations costs. Project 3813 will add approximately 10,000 lineal feet of new sewer lines to serve 3,000 new accounts over the next five years. Annual maintenance costs for these new lines is approximately $30,000 and will be funded through revenues from 3,000 new utility service accounts.

Water Construction Fund	Project 3620 - Water Extra Capacity Supply System	20,000	N/A	Water line capacity increase projects
	Project 3622	4,115,000	N/A	Cooper Mtn Reservoir #2 (5 MG) and waterlines
	Project 3627	722,500	N/A	Withdrawal of areas from the Tualatin Valley Water District (TVWD) - Jenkins waterline extension
	Project 3636	3,000	50,000	Scoggins Dam Raise Project
	Project 3643	299,545	220,000	Willamette Water Supply Program (intake facility)
	Project 3645	2,000	N/A	Willamette Water System Intertie
	Project 3646	6,772,439	8,212,912	Willamette Water System Project - Treatment, Storage, and Transmission
Total Water Construction Fund		**$ 11,934,484**	**$ 8,482,912**	

CAPITAL OUTLAY REQUESTS
BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Water Construction Fund (continued)				

Impact on Operating Budget:
The projects listed are for water system capacity improvements. The capacity projects are funded by system development charges, a loan from the state's infrastructure improvement program and an annual $1,230,000 transfer from the Water Operating Fund and a recent $33 Million Revenue Bond Issue. There is generally no impact on the operating budget to fund the construction of these projects; however, after each project is completed, the Water Fund will be required to maintain the infrastructure at an estimated cost of $41,700 per year and $100,000 to operate a new reservoir and $50,000 to operate Aquifer Storage and Recovery Well No. 5. Project 3623 the Non-Potable Irrigation system will require approximately $80,000 to operate. Project 3627 - Withdrawal Areas From TVWD is a place holder to fund separations of the systems. Until that occurs, TVWD will wheel the City's water through their system to these customers. Funding for these additional operating costs will be funded through revenues from 3,000 new utility service accounts and the 4,107 water accounts transferred from TVWD. Projects 3643, 3645 and 3646 will provide an additional 5 Million Gallons Per Day new water source on the Willamette River as part of a joint partnership with the City of Hillsboro and the Tualatin Valley Water District. The City is a 5% owner and its total estimated project construction cost is $74 million. The project is scheduled to be operational in FY 2026 and the water rate impacts for this project and its operations has been reviewed by the City Council.

WIFIA Water Construction Fund	Project 3680	15,018,500	7,992,289	South Cooper Mtn. Improvements
	Project 3682	9,737,000	1,264,164	ASR Improvements
	Project 3683	1,635,000	5,022,320	North Transmission Intertie
	Project 3684	841,000	2,355,246	North Transmission Intertie Connections
	Project 3685	905,000	3,384,854	East Transmission Intertie
	Project 3686	800,000	N/A	Tile Flat Fluoridation and Pump Station
Total WIFIA Water Construction Fund		**$ 28,936,500**	**$ 20,018,873**	

CAPITAL OUTLAY REQUESTS
BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
WIFIA Water Construction Fund (continued)				

Impact on Operating Budget:

This is a new fund for the City's Water System to account for projects funded by a low interest loan under the Federal Government's Water Infrastructure Financing and Innovation Act (WIFIA). The projects listed are for water system capacity improvements. The capacity projects are funded by the WIFIA loan and loan from the state's infrastructure improvement program and an transfers from the Water Construction Fund. There is generally no impact on the operating budget to fund the construction of these projects; however, after each project is completed, the Water Fund will be required to maintain the infrastructure at an estimated cost of $60,000 per year. Project 3680 South Cooper Mountain Reservoir approximately $100,000 to operate.

Storm Drain Fund	Project 3915 - Misc. Conveyances (SDC) Project	453,500	N/A	Storm Water Conveyance Projects, Engineering services, and in-house overhead charges
	Project 3916 - Misc. Quantity (SDC) Project	35,000	N/A	Storm Water capacity expansion projects, engineering services, in-house overhead charges.
	Project 3917 - Misc. Quality (SDC) Project	60,000	180,000	Storm Water Quality Projects, outside engineering services, and in-house overhead charges
	Project 3950 - Maintenance & Replacement Project	1,822,000	1,660,000	Storm Water Quality Projects, outside engineering services, and in-house overhead charges
	Storm Drainage Maintenance	68,700	N/A	Additional caterpiller loader (cost split between Street, Storm Drain and Water Funds)
		4,000	N/A	Light duty loader bucket
Total Storm Drain Fund		**$ 2,443,200**	**$ 1,840,000**	

Impact on Operating Budget:

The capital projects will replace or upgrade existing storm water lines that are deteriorating or failing. The projects are funded through the current storm drain charges and the $2.00 surcharge for the maintenance and rehabilitation program (Project 3950). The projects will result in improvements to sections that will reduce the periodic emergency responses to flooding conditions. After each rehabilitation project is completed, the Storm Drain Fund will continue to maintain the infrastructure. SDC Projects 3915 and 3916 are designed to provide additional capacity improvements to the storm system. Once completed, the infrastructure will be maintained by the storm drain crews at an estimated annual cost of $10,150 per year. The ongoing maintenance costs and replacement costs for the caterpillar loader would be approximately $5,000 per year for maintenance and $20,000 per year for replacement on a ten-year basis.

CAPITAL OUTLAY REQUESTS BY PROGRAM (continued)

FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
Reprographics Fund	No requests submitted			
Garage Fund	Fleet Maintenance	91,000	N/A	Replace fuel card reader system
Information Systems Fund	ISD System Operations	33,433	N/A	Funding from MACC Grant for wireless network for Public Works
		38,188	N/A	Storage area network
		40,000	N/A	Infrastructure additions and replacements
	ISD New Projects	10,000	N/A	Miscellaneous equipment replacements or new equipment
Total Information Systems Fund		**$ 121,621**		

Impact on Operating Budget:

Most of the new equipment replaces existing equipment or systems. The impact to future operating budgets will be minimal.

Public Works Admin Fund	No requests submitted			
BURA - Beaverton Urban Redevelopment Agency	Short-term Capital Projects	500,000	N/A	Design phase of Lot 2 Parking Garage Project
		12,000,000	N/A	Construction of Lot 2 Parking Garage Project
	BURA Land Acquisition Program	10,000,000	N/A	Property and building acquisition
	Parking Pay Stations	200,000	200,000	Parking pay stations in Old Town and Beaverton Central
	Hall/Watson Loop Improvements Phase 1	200,000	2,500,000	Phase one improvements at Hall and Crescent
Total BURA Fund		**$ 22,900,000**	**$ 2,700,000**	

CAPITAL OUTLAY REQUESTS
BY PROGRAM (continued)

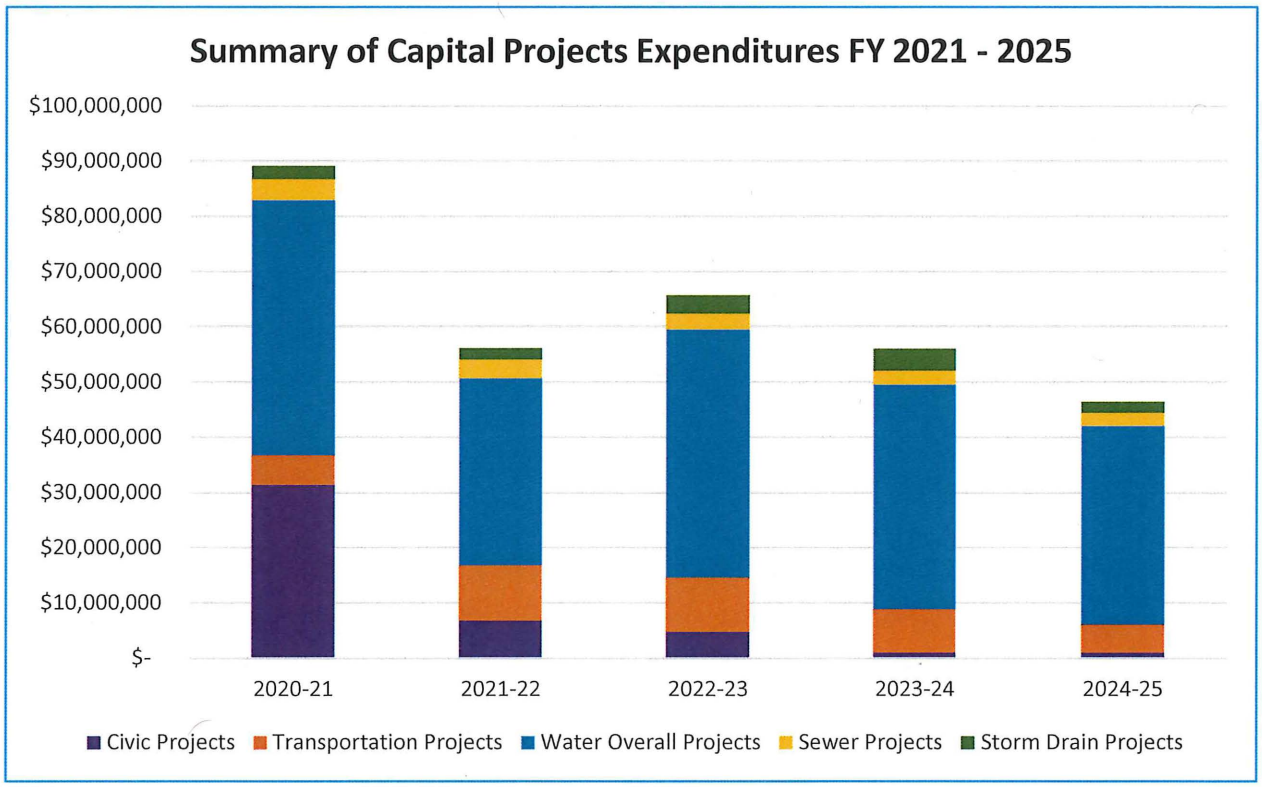
FUND/DEPARTMENT	PROGRAM	FY 2020-21 BUDGETED	FY 2021-22 PROPOSED	DESCRIPTION
BURA - Beaverton Urban Redevelopment Agency (continued)				

Impact on Operating Budget:
With regards to the parking garage structure, when it is built the ongoing maintenance costs would be approximately $60,000 to $100,000 per year and this cost would be budgeted as an operating cost of the Redevelopment Agency's Program and Activities Fund. The $10 Million budgeted for land acquisition is for a land purchases that may become availalbe during the year $9.1 Million and for contract payments ($900,000) from land acquired in prior fiscal years and the ongoing property management expense is $141,000. This year $1 Million is designated for additional land acquisitions that may become available during the year. If additional land is purchased, there would be ongoing maintenance costs estimated at $50,000 per year.

GRAND TOTAL ALL FUNDS	**$ 117,500,055**	**$ 41,562,305**

Summary Capital Program's Impact on Operating Budgets

Fund	Annual Impact On Operating Budget	
General Fund	$ 106,250	$650,000 impact for new police station began in FY 2021
Street Fund	22,000	
Building Operating Fund	-	
Lodging Tax Fund	2,500,000	$2.5 Million future impact for operating new Performing Arts Center
Library Fund	-	
Capital Development Fund	-	$1.2 Million future impact to construct a public plaza
Capital Project Fund	20,000	Impact to the Street Fund
Water Fund	100,300	
Sewer Fund	38,000	
Water Construction Fund	150,000	Impact to the Water Fund
WIFIA Water Construction Fun	240,000	Impact to the Water Fund
Storm Drain Fund	40,150	
Reprographics Fund	-	
Garage Fund	-	
Information Systems Fund	-	
Public Works Admin Fund	-	
BURA	291,000	$100,000 impact for new parking garage begins in FY 2022
Grand Total Operating Impact	$ 3,507,700	


Summary of Capital Projects Expenditures FY 2021 - 2025
$100,000,000
$90,000,000
$80,000,000
$70,000,000
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$-
2020-21
2021-22
2022-23
2023-24
2024-25
Civic Projects
Transportation Projects
Water Overall Projects
Sewer Projects
Storm Drain Projects

CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
(Unaudited)

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental Activities:										
General government										
Number of user groups - Beaverton Comm. Ctr.	228	235	237	210	199	148	242	283	267	252
Public Safety										
Number of Neighborhood Resource Centers	3	3	3	3	3	3	3	3	3	3
Number of jail facilities (holding cells)	4	4	4	4	4	4	4	4	4	4
Number of vehicular patrol units (1)	42	43	44	45	48	49	50	50	47	49
Highways and streets										
Miles of streets	220	222	220	220	220	221	223	222	222	224
Number of traffic signals	122	123	123	123	124	124	124	125	127	128
Numbers of street lighting fixtures	6,952	6,990	6,991	7,046	7,117	7,200	7,237	7,178	7,190	7,321
Education										
Library building	1	1	1	1	1	1	1	1	1	1
Library bookstore	1	1	1	1	1	1	1	1	1	1
Branch Library	1	1	1	1	1	1	1	1	1	1
Business-type activities:										
Water										
Total City ONLY above-ground water reservoir capacity (in millions of gallons)	28.25	28.25	28.25	28.25	28.25	28.25	28.25	28.25	28.5	28.0
Total city-owned capacity of multi-jurisdictional storage reservoir (in millions of gallons)	10	10	10	10	10	10	10	10	10	10
Annual Ground Water Storage (Treated Surface Water ASR) and Native Ground Water (in million gallons)	1,200	1,160	1,160	1,160	1,160	1,160	1,511	1,350	1,657	1,850
Sanitary Sewer and Storm:										
Miles of sanitary sewer lines	271	274	275	274	279	284	290	275	277	278

Sources: Various City of Beaverton departments.

POSITIONS SUMMARY

Staff additions, changes, or deletions are numerically indicated following each fund and department.

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Summary by Fund:					
General Fund	350.83	357.08	374.65	377.38	380.38
Street Fund	19.15	19.90	24.80	25.30	25.30
Building Operating Fund	22.35	23.35	23.60	23.60	23.60
Community Development Block Grant	1.15	1.15	1.40	1.15	1.15
Lodging Tax (TLT) Fund	5.00	5.00	5.00	4.00	3.00
Street Lighting Fund	2.30	2.30	0.00	0.00	0.00
Traffic Impact/Development Tax Fund	1.30	1.30	1.30	1.30	1.30
Library Fund	68.55	70.58	70.63	71.63	71.63
Water Fund	21.69	26.88	27.63	28.63	28.63
Sewer Fund	13.34	14.17	16.47	16.72	16.72
Storm Drain Fund	20.17	20.95	22.45	22.70	22.70
Reprographics Fund	3.40	3.40	3.40	3.40	3.40
Garage Fund	6.00	8.00	8.00	9.00	9.00
Information Systems Fund	18.50	23.50	24.00	24.00	27.00
Geographic Information Systems Fund	5.00	0.00	0.00	0.00	0.00
Public Works Administration Fund	6.00	6.00	6.00	6.00	6.00
Insurance Agency Fund	2.90	2.90	2.93	2.95	2.95
	567.63	586.46	612.26	617.76	622.76
Detail by Fund:					
GENERAL FUND					
Mayor's Office:					
Mayor	1.00	1.00	1.00	1.00	1.00
Media & Communications Officer	0.00	0.00	1.00	1.00	1.00
Government Relations Manager	0.00	1.00	1.00	1.00	1.00
Mayor's Office Director	0.00	1.00	1.00	1.00	1.00
Asst. Director - General Services	1.00	1.00	1.00	1.00	1.00
Emergency Manager	1.00	1.00	1.00	1.00	1.00
Public Engagement Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Recorder	1.00	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00	1.00
Property & Facilities Manager	1.00	1.00	1.00	1.00	1.00
Chief Administrative Officer	1.00	0.00	0.00	0.00	0.00
Program Manager (1)	5.00	4.00	4.00	5.00	5.00
Administrative Assistant	0.00	1.00	1.00	1.00	1.00
Senior Program Manager	0.60	0.60	0.60	0.60	0.60
Management Analyst	1.00	1.00	1.00	1.00	1.00
Web Manager (2)	0.00	0.00	0.00	1.00	1.00
Public Information Coordinator	2.00	2.00	1.00	1.00	1.00
Facilities Maintenance Lead	1.00	1.00	0.00	0.00	0.00
Facilities Maintenance Tech (3)	4.00	4.00	4.00	3.00	3.00
Program Coordinator	7.00	7.00	7.00	7.00	7.00

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Mayor's Office (continued):					
Web Analyst (2)	0.00	0.00	0.00	1.00	1.00
Events Coordinator	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	0.00	0.00	0.00	0.00
Emergency Management Officer	1.00	1.00	1.00	1.00	1.00
Emergency Mgmt Program Specialist	1.00	1.00	1.00	1.00	1.00
Support Specialist 2 (1) (2) (4)	8.63	8.63	8.63	7.63	7.63
Code Compliance Officer	2.00	0.00	0.00	0.00	0.00
Facilities Supervisor	0.00	0.00	1.00	1.00	1.00
Project Specialist (4)	0.00	0.00	0.00	1.00	1.00
Sustainability Analyst	0.00	0.00	1.00	1.00	1.00
	43.23	**41.23**	**42.23**	**44.23**	**44.23**

(1) FY 2020-21 reclassifies a Support Specialist position to a Program Manager in the Events Program.
(2) FY 2020-21 reflects the Web Management division tranferring from the Information Systems Fund to the General Fund in the Mayor's Office.
(3) FY 2020-21 reflects a Facilities Maintenance Technician position transferring from the General Fund - Building Maintenance Services Program to the Library's new Building Operations and Maintenance Program.
(4) FY 2020-21 reclassifies a Support Specialist position to a Project Specialist position in the Cultural Inclusion Program.

Human Resources Department:					
Human Resources Director	0.85	0.85	0.85	0.85	0.85
Human Resources Specialist (1)	2.00	2.00	2.00	3.00	3.00
Human Resources Assistant (2)	0.95	0.95	1.42	1.90	1.90
Benefits Specialist	0.10	0.10	0.10	0.10	0.10
Human Resources Analyst	0.90	0.90	0.00	0.00	0.00
Employee Labor Relations Manager	0.95	0.95	0.95	0.95	0.95
Organizational Development Prog. Mgr	1.00	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	0.00	0.00	0.90	0.90	0.90
	6.75	**6.75**	**7.22**	**8.70**	**8.70**

(1) FY 2020-21 reflects a new Human Resources (HR) Specialist position in the HR Organizational Development program.
(2) FY 2020-21 reflects a new .50 FTE Human Resources Assistant position which will be added to an existing .50 FTE to create a fulltime position that is allocated 96% in the General Fund - HR Dept. and 4% in the Insurance Agency Fund - Self Insurance Unemployment program.

Finance Department:					
Finance Director (1)	1.00	1.00	1.00	0.95	0.95
Financial Reporting Manager	1.75	1.75	1.75	1.75	1.75
Budget Coordinator	1.00	1.00	1.00	1.00	1.00
Payroll Administrator	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director (2)	1.00	1.70	1.20	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00	1.00

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Finance Department (continued):					
Senior Accountant	2.10	1.80	1.65	1.65	1.65
Accountant	1.00	1.00	1.00	1.00	1.00
Program Coordinator	0.00	0.00	1.00	1.00	1.00
Support Specialist 2	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	4.00	4.00	4.00	4.00	4.00
	15.85	**16.25**	**16.60**	**16.35**	**16.35**

(1) FY 2020-21 reflects reallocation of 5% of the Finance Director position to the Community Development Department's new BURA Program Administration program.
(2) FY 2020-21 eliminates a .20 FTE position as one of the Assistant Finance Directors is transitioning to retirement.

Municipal Court:					
Case Manager	1.00	1.00	1.00	1.00	1.00
Municipal Judge	1.00	1.00	1.00	1.00	1.00
Associate Judge	0.80	1.00	2.00	2.00	2.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	2.00	2.00	2.00	2.00	2.00
Court Clerk	9.00	10.00	13.00	13.00	13.00
Court Administrator	1.00	1.00	1.00	1.00	1.00
Court Operations Supervisor	2.00	2.00	2.00	2.00	2.00
DUII Court Coordinator	0.60	1.00	1.00	1.00	1.00
Judicial Assistant	0.00	0.00	1.00	1.00	1.00
	18.40	**20.00**	**25.00**	**25.00**	**25.00**

City Attorney's Office:					
City Prosecutor	1.00	1.00	1.00	1.00	1.00
City Attorney	0.85	0.85	0.85	0.85	0.85
Records Manager	0.90	0.90	0.90	0.90	0.90
Legal Secretary	1.00	1.00	1.00	1.00	1.00
Records Management Specialist	1.00	1.00	1.00	1.00	1.00
Legal Services Manager	0.85	0.85	0.85	0.85	0.85
Program Coordinator	0.00	0.00	1.00	1.00	1.00
Assistant City Attorney 3 (2)	1.85	1.85	1.85	2.80	2.80
Assistant City Attorney 2 (3)	1.00	1.00	1.00	1.00	1.00
Support Specialist 2 (1)	5.40	5.40	3.40	3.60	3.60
Assistant City Attorney 1 (3)	2.00	2.00	2.00	1.00	1.00
Legal Office Assistant	0.00	0.00	1.00	1.00	1.00
	15.85	**15.85**	**15.85**	**16.00**	**16.00**

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
City Attorney's Office (continued):					
(1) FY 2020-21 adds a new .20 FTE to the existing .50 FTE Support Specialist position to create a .70 FTE position in the General Legal Services program .					
(2) 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.					
(3) FY 2020-21 reclassifies an Assistant City Attorney 1 position to an Assistant City Attorney 2 position and also reclassifies an Assistant City Attorney 2 to an Assistant City Attorney 3 position.					
Police Department:					
Police Chief	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	0.00	1.00	1.00	1.00	1.00
Police Captain	4.00	3.00	3.00	3.00	3.00
Lieutenant	7.00	7.00	7.00	7.00	7.00
Sergeant	18.00	18.00	18.00	18.00	18.00
Program Manager	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Pol. Community Srvcs Specialist	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Police Officer	109.00	111.00	111.00	111.00	111.00
Facilities Maintenance Technician	0.00	0.00	1.00	1.00	1.00
Program Coordinator	3.00	3.00	3.00	3.00	3.00
Sr. Property & Evidence Control Spec.	1.00	1.00	1.00	1.00	1.00
Police Records Manager	1.00	1.00	1.00	1.00	1.00
Support Specialist 3	0.00	0.00	1.80	1.80	1.80
Police Technician	1.00	1.00	0.00	0.00	0.00
Support Specialist 2	3.80	3.80	2.00	2.00	2.00
Sr. Police Support Specialist	2.00	2.00	2.00	2.00	2.00
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Property Control Specialist	2.00	2.00	3.00	3.00	3.00
Police Support Specialist	15.00	15.00	16.00	16.00	16.00
Inventory Specialist	1.00	1.00	0.00	0.00	0.00
Crime Analyst	1.00	1.00	1.00	1.00	1.00
Community Services Officer	4.00	4.00	5.00	5.00	5.00
Code Compliance Officer	0.00	2.00	3.00	3.00	3.00
Support Specialist 1	1.00	1.00	1.00	1.00	1.00
Retired Officers - Intersection Speed	0.00	0.00	2.25	2.25	2.25
Traffic Safety Program Specialist	1.00	1.00	2.00	2.00	2.00
	179.80	**183.80**	**190.05**	**190.05**	**190.05**

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Community Development Department:					
Assistant CDD Director	0.00	0.00	1.00	1.00	1.00
Finance Director (1)	0.00	0.00	0.00	0.05	0.05
CDD Operations Manager	1.00	1.00	1.00	1.00	1.00
Sr. Development Project Manager	3.00	4.00	4.00	4.00	5.00
Development Project Manager	1.00	1.00	2.00	1.00	2.00
Development Project Coordinator	1.35	1.50	1.25	1.25	2.25
Community Development Director	0.95	0.95	0.95	0.95	0.95
Senior Engineer	0.00	0.50	0.50	0.50	0.50
Development Division Manager	1.00	1.00	1.00	1.00	1.00
Engineering Associate	0.00	0.50	1.50	1.50	1.50
Office Supervisor	0.90	0.90	0.90	0.90	0.90
Planning Manager	2.00	2.00	2.00	2.00	2.00
Project Engineer 1	0.00	1.60	1.60	1.60	1.60
Project Manager 1	0.00	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Project Coordinator	2.00	2.00	2.00	2.00	2.00
Senior Planner	3.00	4.00	4.00	4.00	4.00
Eng. Construction Inspector Lead	0.00	1.00	1.00	1.00	1.00
Engineering Tech 2	0.00	3.00	2.00	2.00	2.00
Engineering Constr. Inspector	0.00	4.00	4.00	4.00	4.00
Senior Field Inspector - Engineering	0.00	1.00	1.00	1.00	1.00
Planning Division Manager	1.00	1.00	1.00	1.00	1.00
Associate Planner	7.00	6.00	6.00	6.00	6.00
Assistant Planner	2.00	2.00	2.00	2.00	2.00
Program Coordinator (2)	1.50	2.35	3.35	3.60	3.60
Business Development Liaison	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney 3 (3)	0.00	0.00	0.00	0.05	0.05
Support Specialist 2	4.30	5.80	5.80	5.80	5.80
Permit Technician	0.00	1.00	1.00	1.00	1.00
Planning Technician	0.00	0.00	1.00	1.00	1.00
Project Manager 2	0.00	0.00	1.00	1.00	1.00
Principal Planner - Transportation	1.00	1.00	1.00	1.00	1.00
Senior Transportation Planner	1.00	1.00	1.00	1.00	1.00
Permit Coordinator	0.00	0.00	1.00	1.00	1.00
Applications Development Manager	0.00	0.00	0.75	0.75	0.75
Site Development Division Manager	0.00	1.00	1.00	1.00	1.00
	36.00	**54.10**	**60.60**	**59.95**	**62.95**

(1) FY 2020-21 reflects reallocation of 5% of the Finance Director position from the Finance Department to the Community Development Department's new BURA Program Administration program.
(2) 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.
(3) FY 2020-21 reflects reallocation of 5% of an Assistant City Attorney 3 position from the City Attorney's

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Capital Development - Engineering:					
Principal Engineer	0.10	0.10	0.10	0.10	0.10
Engineering Associate	1.00	1.00	0.00	0.00	0.00
Project Manager 1	1.00	1.00	1.00	1.00	1.00
Engineering Tech 3	3.00	1.00	1.00	1.00	1.00
Engineering Tech 2	1.00	2.00	1.00	1.00	1.00
Surveyor (PLS)	1.00	2.00	2.00	2.00	2.00
Project Engineer 2	1.00	1.00	1.00	1.00	1.00
	8.10	**8.10**	**6.10**	**6.10**	**6.10**
Public Works Department - General Fund:					
Prog. Coordinator - Public Works	1.00	1.00	1.00	1.00	1.00
Senior Engineer	2.00	0.00	0.00	0.00	0.00
PW Supervisor - Arborist	0.70	0.70	0.70	0.70	0.70
Project Engineer 1	1.60	0.00	0.00	0.00	0.00
Project Manager 1	1.00	0.00	0.00	0.00	0.00
Public Works Manager 3	0.30	0.30	0.30	0.30	0.30
Eng. Construction Inspector Lead	1.00	0.00	0.00	0.00	0.00
Engineering Tech 2	3.00	0.00	0.00	0.00	0.00
Engineering Construction Inspector	4.00	0.00	0.00	0.00	0.00
Senior Field Inspector - Engineering	1.00	0.00	0.00	0.00	0.00
Landscape Technician	7.00	6.00	6.00	6.00	6.00
Public Works Lead	0.00	1.00	1.00	1.00	1.00
Inventory Control Technician	0.25	0.00	0.00	0.00	0.00
Utility Worker	2.00	2.00	2.00	2.00	2.00
Support Specialist 2	1.00	0.00	0.00	0.00	0.00
Permit Technician	1.00	0.00	0.00	0.00	0.00
	26.85	**11.00**	**11.00**	**11.00**	**11.00**
Street Fund - Capital Development - Engineering:					
City Engineer	0.33	0.33	0.33	0.33	0.33
Project Engineer 1	1.30	2.30	3.10	3.10	3.10
City Transportation Engineer	0.70	0.70	0.70	0.70	0.70
Engineering Construction Inspector	0.20	0.20	0.00	0.00	0.00
	2.53	**3.53**	**4.13**	**4.13**	**4.13**
Street Fund - Public Works:					
Program Coordinator - Public Works	0.00	0.00	1.00	1.00	1.00
Public Works Supervisor (1)	0.00	0.00	0.00	0.50	0.50
Public Works Supervisor - Arborist	0.30	0.30	0.30	0.30	0.30
Senior Field Inspector - Signals (2)	0.00	0.00	0.00	1.00	1.00
Project Manager 1	0.00	0.00	1.00	1.00	1.00
Traffic Signal Electrician (3)	0.00	0.00	0.00	3.00	3.00
Public Works Manager	0.74	0.74	1.04	1.04	1.04
Traffic Signal Maintenance Tech (3)	1.50	1.50	3.00	0.00	0.00
Sign and Marking Lead	1.00	1.00	1.00	1.00	1.00

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Street Fund - Public Works (continued):					
Arborist Technician	2.00	2.00	2.00	2.00	2.00
Landscape Technician	1.00	1.00	1.00	1.00	1.00
Public Works Lead	0.33	0.33	0.33	0.33	0.33
Equipment Operator	2.00	2.00	2.00	2.00	2.00
Public Works Technician (4)	4.00	4.00	4.00	5.00	5.00
Inventory Control Technician	0.25	0.00	0.00	0.00	0.00
Traffic Signal Maintenance Lead (2)	0.50	0.50	1.00	0.00	0.00
Utility Worker (4)	1.00	1.00	1.00	0.00	0.00
Supervising Electrician	1.00	1.00	1.00	1.00	1.00
Sign and Marking Technician	1.00	1.00	1.00	1.00	1.00
	16.62	**16.37**	**20.67**	**21.17**	**21.17**

(1) FY 2020-21 adds a new 1 FTE Public Works Supervisor position that is allocated 50% Street Fund - Street Maintenance program, 25% Sewer Fund - Sewer System Maintenance program, and 25% Storm Drain Fund - Storm Drain Maintenance program.
(2) FY 2020-21 reflects reclassification of a Traffic Signal Maintenance Lead position to a Senior Field Inspector - Signals.
(3) FY 2020-21 reflects reclassification of the Traffic Signal Maintenance Technician positions to Traffic Signal Electricians.

Building Operating Fund:					
Sr. Structural Plans Examiner	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.05	0.05	0.05	0.05	0.05
Building Official	1.00	1.00	1.00	1.00	1.00
Office Supervisor	0.10	0.10	0.10	0.10	0.10
Electrical Inspector Lead	1.00	1.00	1.00	1.00	1.00
Plans Examiner 2	3.00	3.00	3.00	3.00	3.00
Building Inspector	5.00	5.00	5.00	5.00	5.00
Plumbing Inspector Lead	1.00	1.00	1.00	1.00	1.00
Electrical Inspector	2.00	2.00	2.00	2.00	2.00
Plumbing Inspector	2.00	2.00	2.00	2.00	2.00
Plans Examiner 1	0.00	1.00	1.00	1.00	1.00
Senior Plans Examiner	1.00	1.00	1.00	1.00	1.00
Senior Field Inspector - Building	1.00	1.00	1.00	1.00	1.00
Structural Plans Examiner	1.00	1.00	1.00	1.00	1.00
Support Specialist 2	0.20	0.20	0.20	0.20	0.20
Permit Technician	3.00	3.00	3.00	3.00	3.00
Applications Development Manager	0.00	0.00	0.25	0.25	0.25
	22.35	**23.35**	**23.60**	**23.60**	**23.60**

POSITIONS SUMMARY

(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Community Development Block Grant:					
Development Project Coordinator	0.65	0.50	0.75	0.75	0.75
Program Coordinator (1)	0.50	0.65	0.65	0.40	0.40
	1.15	**1.15**	**1.40**	**1.15**	**1.15**

(1) 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.

Lodging Tax (TLT) Fund:					
Capital Campaign Manager (1)	1.00	1.00	1.00	1.00	0.00
Program Manager	1.00	1.00	1.00	1.00	1.00
Events Coordinator	1.00	1.00	1.00	1.00	1.00
Support Specialist 3	0.00	0.00	1.00	1.00	1.00
Support Specialist 2	1.00	1.00	0.00	0.00	0.00
PRCA General Manager (2)	1.00	1.00	1.00	0.00	0.00
	5.00	**5.00**	**5.00**	**4.00**	**3.00**

(1) Effective FY 2020-21, the Capital Campaign Manager position in the PRCA Facility Development Program will transition to the Non-Profit PRCA Program Operator.
(2) Effective FY 2020-21, the PRCA General Manager position will transition to the Non-Profit PRCA Program Operator.

Street Lighting Fund:					
Public Works Manager	0.30	0.30	0.00	0.00	0.00
Traffic Signal Maint Tech	1.50	1.50	0.00	0.00	0.00
Traffic Signal Maint Lead	0.50	0.50	0.00	0.00	0.00
	2.30	**2.30**	**0.00**	**0.00**	**0.00**

Traffic Impact / Development Tax Fund:					
City Transportation Engineer	0.30	0.30	0.30	0.30	0.30
Engineering Tech 3	1.00	1.00	1.00	1.00	1.00
	1.30	**1.30**	**1.30**	**1.30**	**1.30**

Library Fund:					
Library Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Facilities Maintenance Technician (1)	0.00	0.00	0.00	1.00	1.00
Support Specialist 2	2.00	2.00	0.00	0.00	0.00
Manager - Volunteer Services	1.00	0.00	1.00	1.00	1.00
Library Program Assistant (2)	1.50	1.70	0.20	0.00	0.00
Librarian	10.50	10.25	10.25	10.25	10.25
Senior Library Assistant	4.00	4.00	4.00	4.00	4.00
Library Reference Assistant	6.90	8.03	8.08	8.08	8.08
Senior Librarian	3.00	3.00	3.00	3.00	3.00

POSITIONS SUMMARY

(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Library Fund (continued):					
Library Assistant 2	19.55	20.60	20.60	20.60	20.60
Division Librarian 1	4.00	5.00	4.00	4.00	4.00
Library Supervisor	3.00	3.00	3.00	3.00	3.00
Library Assistant 1	12.10	11.00	11.00	11.00	11.00
Library Building Monitor	0.00	1.00	1.00	1.00	1.00
Project Specialist	0.00	0.00	1.00	1.00	1.00
Library Outreach Specialist (2)	0.00	0.00	1.50	1.70	1.70
	68.55	**70.58**	**70.63**	**71.63**	**71.63**

(1) FY 2020-21 reflects a Facilities Maintenance Technician transferring from the General Fund - Building Maintenance Services Program to the Library's new Building Operations and Maintenance Program.
(2) FY 2020-21 reflects reclassification of .20 FTE Library Program Assistant to Library Outreach Specialist.

Water Fund - Finance Department:					
Senior Accountant	0.30	0.40	0.45	0.45	0.45
Accounting Assistant	1.00	1.34	1.34	1.34	1.34
Accounting Specialist (1)	0.34	0.34	0.34	0.00	0.00
Utility Billing Supervisor (1)	0.00	0.00	0.00	0.34	0.34
	1.64	**2.08**	**2.13**	**2.13**	**2.13**

(1) 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.

Water Fund - Capital Development - Engineering:					
Principal Engineer	0.40	0.40	0.40	0.40	0.40
Engineering Associate	0.00	1.00	1.00	1.00	1.00
Project Engineer 1	1.50	2.50	2.10	2.10	2.10
Engineering Construction Inspector	0.40	0.40	0.00	0.00	0.00
Project Engineer 2	1.00	1.00	2.00	2.00	2.00
Support Specialist 2	0.50	0.50	0.50	0.50	0.50
Project Specialist	0.00	0.00	0.50	0.50	0.50
	3.80	**5.80**	**6.50**	**6.50**	**6.50**

Water Fund - Public Works:					
Program Coordinator - Public Works	1.00	1.00	2.00	2.00	2.00
Public Works Supervisor	2.00	2.00	2.00	2.00	2.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Water Customer Service Tech	1.00	1.00	0.00	0.00	0.00
Water Lead	2.00	2.00	5.00	5.00	5.00

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Water Fund - Public Works (continued):					
Water Distribution Technician (1)	6.00	6.00	6.00	6.00	4.00
Water Quality Technician	0.00	1.00	1.00	1.00	1.00
Inventory Control Technician	0.25	0.00	0.00	0.00	0.00
Water Distribution Equip Operator	3.00	5.00	2.00	3.00	2.00
Utility Worker (1) (2)	0.00	0.00	0.00	0.00	3.00
	16.25	**19.00**	**19.00**	**20.00**	**20.00**

(1) FY 2020-21 reflects the reclassification of 2 FTE Water Distribution Technician positions to Utility Worker positions.
(2) FY 2020-21 proposed budget added a new Water Distribution Technician 2 position, but a budget amendment reclassified the position to a Utility Worker position.

Sewer Fund - Finance Department:					
Senior Accountant	0.30	0.40	0.45	0.45	0.45
Accounting Assistant	1.00	1.33	1.33	1.33	1.33
Accounting Specialist (1)	0.33	0.33	0.33	0.00	0.00
Utility Billing Supervisor (1)	0.00	0.00	0.00	0.33	0.33
	1.63	**2.06**	**2.11**	**2.11**	**2.11**

(1) 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.

Sewer Fund - Capital Development - Engineering:					
Principal Engineer	0.25	0.25	0.25	0.25	0.25
City Engineer	0.34	0.34	0.34	0.34	0.34
Engineering Associate	0.00	0.50	1.00	1.00	1.00
Project Engineer 1	2.10	2.10	2.10	2.10	2.10
Support Specialist 2	0.25	0.25	0.25	0.25	0.25
Project Specialist	0.00	0.00	0.25	0.25	0.25
	2.94	**3.44**	**4.19**	**4.19**	**4.19**

Sewer Fund - Public Works Dept:					
Program Coordinator - Public Works	1.00	1.00	1.00	1.00	1.00
Public Works Supervisor (1)	0.50	0.50	0.50	0.75	0.75
Public Works Manager	0.83	0.83	0.83	0.83	0.83
Public Works Lead	0.84	0.84	1.34	1.34	1.34
Equipment Operator	2.50	2.50	2.50	2.50	2.50
Public Works Technician	3.00	3.00	4.00	4.00	4.00
Inventory Control Technician	0.10	0.00	0.00	0.00	0.00
	8.77	**8.67**	**10.17**	**10.42**	**10.42**

(1) FY 2020-21 adds a new 1 FTE Public Works Supervisor position that is allocated 50% Street Fund - Street Maintenance program, 25% Sewer Fund - Sewer System Maintenance program, and 25% Storm Drain Fund - Storm Drain Maintenance program.

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Storm Drain Fund - Finance Department:					
Senior Accountant	0.30	0.40	0.45	0.45	0.45
Accounting Assistant	1.00	1.33	1.33	1.33	1.33
Accounting Specialist (1)	0.33	0.33	0.33	0.00	0.00
Utility Billing Supervisor (1)	0.00	0.00	0.00	0.33	0.33
	1.63	**2.06**	**2.11**	**2.11**	**2.11**

(1) 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.

Storm Drain Fund - Capital Development - Engineering:					
Principal Engineer	0.25	0.25	0.25	0.25	0.25
City Engineer	0.33	0.33	0.33	0.33	0.33
Engineering Associate	0.00	0.50	1.00	1.00	1.00
Project Engineer 1	1.50	1.50	1.10	1.10	1.10
Engineering Construction Inspector	0.40	0.40	0.00	0.00	0.00
Support Specialist 2	0.25	0.25	0.25	0.25	0.25
Project Specialist	0.00	0.00	0.25	0.25	0.25
	2.73	**3.23**	**3.18**	**3.18**	**3.18**

Storm Drain Fund - Public Works Dept:					
Program Coordinator - Public Works	0.00	1.00	1.00	1.00	1.00
Public Works Supervisor (1)	0.50	0.50	0.50	0.75	0.75
Public Works Manager	0.83	0.83	0.83	0.83	0.83
Engineering Technician 2	1.00	0.00	0.00	0.00	0.00
Engineering Const Inspector	1.00	1.00	1.00	1.00	1.00
Public Works Lead	1.83	2.83	3.33	3.33	3.33
Equipment Operator	4.50	4.50	4.50	4.50	4.50
Public Works Technician	6.00	5.00	6.00	6.00	6.00
Inventory Control Technician	0.15	0.00	0.00	0.00	0.00
	15.81	**15.66**	**17.16**	**17.41**	**17.41**

(1) FY 2020-21 adds a new 1 FTE Public Works Supervisor position that is allocated 50% Street Fund - Street Maintenance program, 25% Sewer Fund - Sewer System Maintenance program, and 25% Storm Drain Fund - Storm Drain Maintenance program.

Reprographics Fund:					
Senior Program Manager	0.40	0.40	0.40	0.40	0.40
Program Coordinator	0.00	1.00	1.00	1.00	1.00
Support Specialist 2	2.00	1.00	1.00	1.00	1.00
Graphics Designer	1.00	1.00	1.00	1.00	1.00
	3.40	**3.40**	**3.40**	**3.40**	**3.40**

POSITIONS SUMMARY
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed	FY 2020-21 Adopted
Garage Fund:					
Program Coordinator - Public Works	0.00	1.00	1.00	1.00	1.00
Fleet Manager	1.00	1.00	1.00	1.00	1.00
Fleet Services Tech Lead	1.00	1.00	1.00	1.00	1.00
Mechanic 2	2.00	2.00	2.00	2.00	2.00
Inventory Control Technician	0.00	1.00	1.00	1.00	1.00
Mechanic 1 (1)	2.00	2.00	2.00	3.00	3.00
	6.00	**8.00**	**8.00**	**9.00**	**9.00**

(1) FY 2020-21 adds a new Mechanic 1 position.

Information Systems Fund:					
Business Analyst (1)	0.00	0.00	0.00	0.00	2.00
Systems Analyst (2)	0.00	0.00	0.00	1.00	1.00
Help Desk Supervisor (3)	0.00	0.00	0.00	1.00	1.00
ISD Manager	1.00	1.00	1.00	1.00	1.00
Suprv Communications Analyst	1.00	1.00	1.00	1.00	1.00
Business Analyst Programmer	6.00	8.00	8.00	8.00	8.00
Web Manager (4)	1.00	1.00	1.00	0.00	0.00
GIS Manager	0.00	1.00	1.00	1.00	1.00
GIS Analyst	0.00	1.00	1.00	1.00	1.00
GIS Specialist	0.00	2.00	2.00	2.00	2.00
Web Analyst (4)	1.50	0.50	1.00	0.00	0.00
Support Specialist 2 (4)	1.00	1.00	1.00	0.00	0.00
Computer Service Technician (5)	3.00	3.00	3.00	3.00	4.00
Application Development Manager	1.00	1.00	1.00	1.00	1.00
Information Services Specialist (6)	3.00	3.00	3.00	4.00	4.00
	18.50	**23.50**	**24.00**	**24.00**	**27.00**

(1) FY 2020-21 adds 2 new Business Analyst positions that will be dedicated to the Community Development Department (CDD) Development Review Process Project.
(2) FY 2020-21 adds a new Systems Analyst position that will be dedicated to the CDD Development Review Process Project.
(3) FY 2020-21 adds a new Help Desk Supervisor position.
(4) FY 2020-21 reflects the Web Management division transferring from the Information Systems Fund to the General Fund in the Mayor's Office.
(5) FY 2020-21 adds a new Computer Service Technician position that will be dedicated to the CDD Development Review Process Project.
(6) FY 2020-21 adds a new Information Services Specialist position dedicated to the Police Department.

POSITIONS SUMMARY
(Continued)

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed	FY 2018-19 Adopted
Geographic Information Systems - Information Systems:					
Business Analyst Programmer	1.00	0.00	0.00	0.00	0.00
GIS Manager	1.00	0.00	0.00	0.00	0.00
GIS Analyst	1.00	0.00	0.00	0.00	0.00
GIS Specialist	2.00	0.00	0.00	0.00	0.00
	5.00	**0.00**	**0.00**	**0.00**	**0.00**
Public Works Administration Fund:					
Assistant Public Works Director	0.00	0.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00	1.00
Office Supervisor	1.00	1.00	1.00	1.00	1.00
Project Manager 1	1.00	1.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Support Specialist 2	1.00	1.00	2.00	2.00	2.00
Support Specialist 1	1.00	1.00	0.00	0.00	0.00
Management Analyst 2	0.00	0.00	1.00	1.00	1.00
	6.00	**6.00**	**6.00**	**6.00**	**6.00**
Insurance Agency Fund:					
Risk & Safety Officer	1.00	1.00	1.00	1.00	1.00
City Attorney	0.15	0.15	0.15	0.15	0.15
Human Resources Director	0.15	0.15	0.15	0.15	0.15
Records Manager	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant (1)	0.05	0.05	0.08	0.10	0.10
Legal Services Manager	0.15	0.15	0.15	0.15	0.15
Assistant City Attorney 3	0.15	0.15	0.15	0.15	0.15
Benefits Specialist	0.90	0.90	0.90	0.90	0.90
Human Resources Analyst	0.10	0.10	0.00	0.00	0.00
Support Specialist 2	0.10	0.10	0.10	0.10	0.10
Employee Labor Relations Manager	0.05	0.05	0.05	0.05	0.05
Senior Human Resources Analyst	0.00	0.00	0.10	0.10	0.10
	2.90	**2.90**	**2.93**	**2.95**	**2.95**

(1) FY 2020-21 reflects a new .50 FTE Human Resources Assistant position which will be added to an existing .50 FTE to create a fulltime position that is allocated 96% in the General Fund - HR Dept. and 4% in the Insurance Agency Fund - Self Insurance Unemployment program.

TOTAL CITY	**567.63**	**586.46**	**612.26**	**617.76**	**622.76**

FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
Last Ten Fiscal Years
(Unaudited)

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General government	174.37	164.95	169.33	175.75	179.36	193.84	202.17	206.21	212.40	206.06
Public safety	182.15	186.59	188.98	188.94	188.76	190.18	188.86	190.37	194.09	191.04
Highways and streets	25.16	23.96	26.23	27.01	26.99	27.03	27.08	25.80	24.56	22.15
Education	65.31	67.17	68.30	68.29	70.97	71.10	72.94	73.76	74.00	75.02
Cultural and recreation	1.08	1.61	1.35	1.35	1.35	1.35	1.08	2.50	3.00	5.00
Water	17.65	16.38	16.45	16.39	16.69	15.32	15.37	22.33	23.41	24.72
Sewer	15.69	14.54	15.69	15.98	15.96	15.72	15.77	13.77	14.40	14.77
Storm drain	17.36	17.27	18.43	19.25	19.23	20.07	21.21	21.14	21.77	22.10
Total	498.77	492.47	504.76	512.96	519.31	534.61	544.48	555.88	567.63	560.86

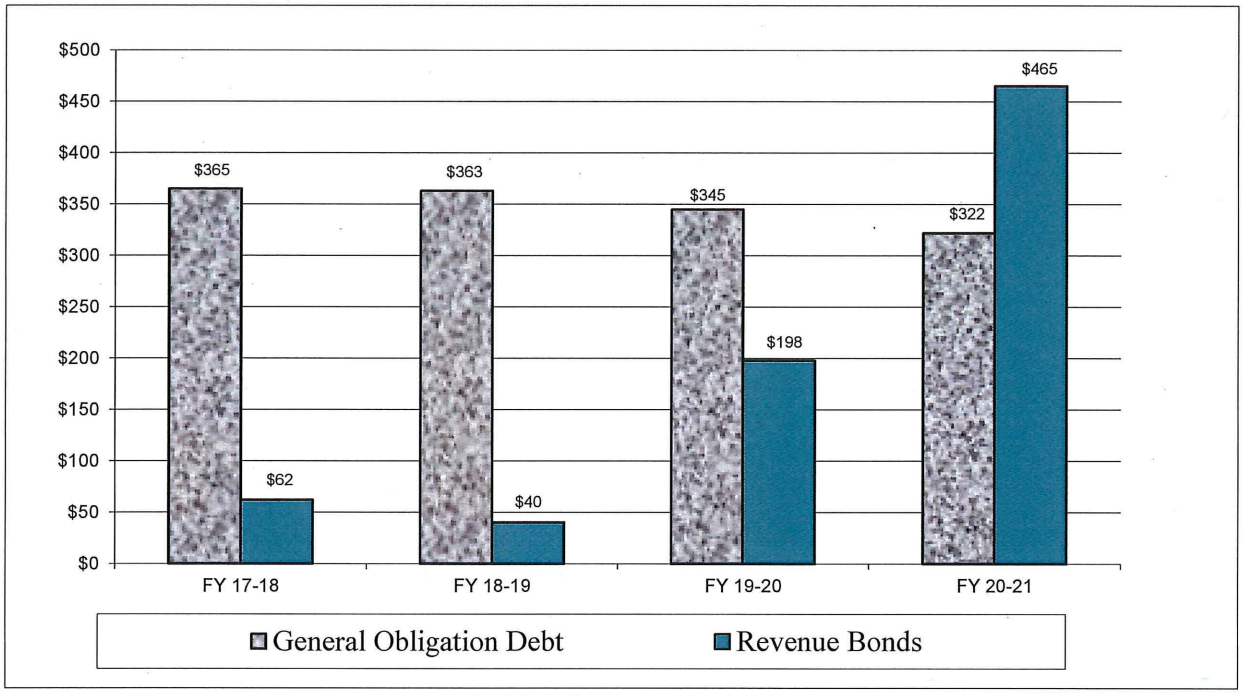
Source: City of Beaverton Finance Department.

Debt Information

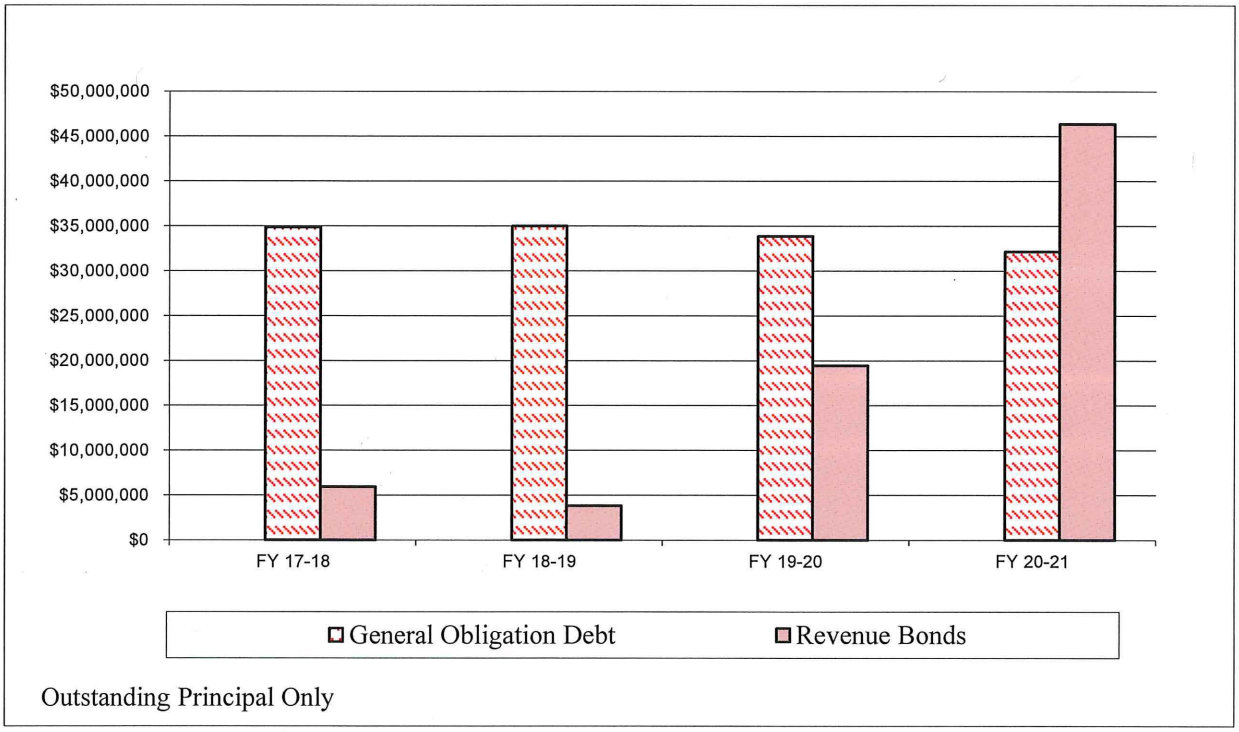
- Debt Service Per Capita
- Schedule of Bonds Payable
- Debt Information Section
- Computation of Legal Debt Margin
- Computation of Direct and Overlapping Bonded Debt

Beaverton
OREGON

TOTAL DEBT SERVICE PER CAPITA



SUMMARY OF DEBT SERVICE BY TYPE



Outstanding Principal Only

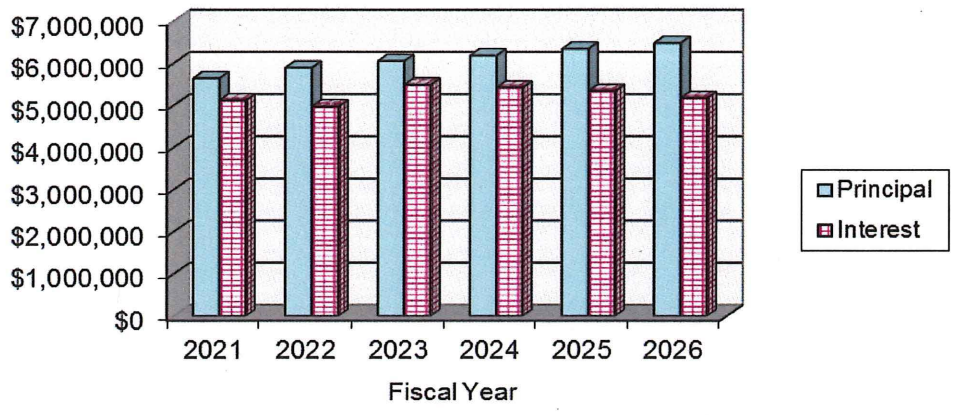
SCHEDULE OF BONDS PAYABLE

For the Fiscal Year Ended June 30, 2019

	Interest Rate	Initial Call Date	Year of Maturity	Interest Date	Amount of Original Issue	Outstanding June 30, 2018	Bonds Issued During Year	Bonds Matured/ Refunded During Year	Outstanding June 30, 2019
General Obligation Bonds:									
General Obligation Bonds:									
02/08/2017	3.00 to 5.00%	N/A	2037	J-D	$33,845,000	$33,845,000			$33,845,000
Unamortized premium						1,073,027			1,015,286
Total 2017 GO Bonds					33,845,000	34,918,027	-	-	34,860,286
08/16/2005	5.00%	N/A	2019	J-D	13,575,000	1,000,000		1,000,000	-
Unamortized discount						(2,726)			
Total 2005 GO Bonds					13,575,000	997,274	-	1,000,000	-
Special Revenue Bonds									
10/08/2013	2.31%	N/A	2021	Monthly	7,000,000	2,460,203		1,038,173	1,422,030
Total Bonds, Governmental Activity					$54,420,000	$38,375,504	-	$2,038,173	36,282,316
Water Revenue Bonds issued (1):									
11/08/2016 (20	1.84%	N/A	2026	J-D	$5,615,000	$5,035,000		$590,000	4,445,000
06/28/2018 (20	5.00%	04/01/29	2038	A-O	18,125,000	18,125,000		750,000	17,375,000
Unamortized premium					3,027,912	3,027,912		151,396	2,876,516
Total Water Revenue Bonds, Series 2018					21,152,912	21,152,912	-	901,396	20,251,516
Total Water Revenue Bonds					$26,767,912	$26,187,912		$1,491,396	24,696,516
TOTAL BONDS PAYABLE									$60,978,832

(1) Principal and interest on all water revenue bonds are payable from net water revenues and amounts in the Water Debt Service Fund.

Total Bond Interest and Principal Payments



DEBT INFORMATION SECTION

The City uses bond debt financing to construct or purchase public purpose facilities (such as a Library, Performing Arts Center, or Parking Garage) or construct utility infrastructure for its Water, Wastewater or Storm Water Utilities. The City currently has one General Obligation Bond Issues, two Special Revenue Bond Issues, three Water Revenue Bond issues and a Water Infrastructure Loan through the State of Oregon. The City has not issued bonded debt for either the Wastewater or Storm Water utilities.

The City has been unusually active in the bond market to raise capital during FY 2016-17, FY 2017-18 and FY 2019-20 and it will continue into future years. The Mayor and City Council, and the Board of the Beaverton Urban Redevelopment Agency (BURA), issued these bonds during the years:

FY 2016-17:
- Water Revenue Refunding Bond, Series 2016 - $5.6 million
- Public Safety Center General Obligation Bond, Series 2017 - $35 million
- Special Revenue Bond – Urban Renewal Line of Credit, Series 2017 - $19 million (repaid in FY 2019-20)

FY 2018-17:
- Water Revenue Bonds, Series 2018 - $18 million

FY 2019-20:
- Water Revenue Bonds, Series 2020 - $28.485 million
- Special Revenue Bonds Series 2020A - $28.310 million
- Special Revenue Bonds Series 2020B - $55 Million

The City maintained its bond ratings on its most recent bond issue, the Public Safety Center General Obligation Bond, Series 2017. Standard and Poor's rates the City's General Obligation debt as AA+ in a new review in January 2017. Moody's Investor Services has assigned underlying ratings of Aa1 for the city's General Obligation bonds and Aa2 for the Water Revenue Bonds and for the most recently issued 2020 $90 Million Special Revenue Bond Issue, Moody's has assigned a Aa3. The following tables summarize the current outstanding bond issues. See also these program descriptions for additional details:

- Fund 201 General Bonded Debt
- Fund 202 Special Revenue Debt
- Fund 504 Water Debt Service
- Fund 904 BURA Debt Service

GENERAL OBLIGATION DEBT SERVICE FUND 201

Bond Series 2017

General Obligation Bonds Series 2017 were issued February 2017, with interest rates from 3% to 5% in an original amount of $33,845,000. The bonds are for the construction of an approximately 90,000 square foot public safety center. The facility will house the City's police department, emergency management division, and other public safety services. This bond was authorized by the voters at the November 2016 General Election. The remaining principal and interest payments are as follows:

2017 GO Public Safety Center Bonds

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2021	$ 900,000	$ 1,106,172	$ 2,006,172
2021-2022	995,000	1,079,171	2,074,171
2022-2023	1,090,000	1,049,321	2,139,321
2023-2024	1,195,000	1,016,622	2,211,622
2024-2025	1,325,000	956,871	2,281,871

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2025-2026	1,465,000	890,621	2,355,621
2026-2027	1,615,000	817,372	2,432,372
2027-2028	1,755,000	752,771	2,507,771
2028-2029	1,890,000	700,121	2,590,121
2029-2030	2,030,000	643,421	2,673,421
2030-2031	2,175,000	582,521	2,757,521
2031-2032	2,330,000	517,271	2,847,271
2032-2033	2,490,000	447,371	2,937,371
2033-2034	2,660,000	372,671	3,032,671
2034-2035	2,845,000	289,546	3,134,546
2035-2036	3,035,000	200,640	3,235,640
2036-2037	3,235,000	103,520	3,338,520
Total	**$33,030,000**	**$11,526,003**	**$44,556,003**

SPECIAL REVENUE BOND DEBT SERVICE FUND 202

Series 2020A Tax-Exempt

The Special Revenue Bonds Series 2020A were issued in June 2020, with a true interest cost rate of 2.216% in a Par amount of $28,310,000 as the bonds were issued at a premium. The $35 Million in proceeds will be used to finance the following projects:

1. $21 Million for the Patricia Reser Center for the Arts (PRCA) construction program CIP Number 3521 with the annual debt service for this portion of the bond issue funded by transfer from the Transient Lodging Tax Fund 107.
2. $7 Million for the funding gap in the Public Safety Center's construction program CIP Number 3509.
3. $2.5 Million for the City Park Fountain reconstruction program CIP Number 3522
4. $1.64 Million for the Plaza Entrance and Gateway construction program CIP 3523
5. $1.2 Million for the Central Plant to extend HVAC services to the PRCA and Parking Garage.
6. $1.66 Million for other City CIP Projects such as Griffith Park Building Remodel or Rail Road Quite Zones.

The annual debt service payments for items 2 through 6 will be funded by a transfer from the City's General Fund 001

The following table represents the annual debt service on the $21 million portion of the bonds that were issued to fund the City's portion of the PRCA's construction costs which is funded by a transfer from the City's Transient Lodging Tax Fund. The bonds were sold a premium so the original Par Amount of the issue was $16,920,000.

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2020-21	$747,073	$0	$747,073
2021-22	784,100	0	784,100
2022-23	784,100	605,000	1,389,100
2023-24	753,850	635,000	1,388,850
2024-25	722,100	670,000	1,392,100
2025-26	688,600	700,000	1,388,600
2026-27	653,600	735,000	1,388,600
2027-28	616,850	775,000	1,391,850
2028-29	578,100	810,000	1,388,100
2029-30	537,600	855,000	1,392,600
2030-31	494,850	895,000	1,389,850

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2031-32	450,100	940,000	1,390,100
2032-33	403,100	985,000	1,388,100
2033-34	353,850	1,035,000	1,388,850
2034-35	302,100	1,090,000	1,392,100
2035-36	247,600	1,145,000	1,392,600
2036-37	201,800	1,145,000	1,391,800
2037-38	154,200	1,235,000	1,389,200
2038-39	104,800	1,285,000	1,389,800
2039-40	53,400	1,335,000	1,388,400
	$9,631,773	**$16,920,000**	**$26,551,773**

The following table represents the annual debt service on the $14 million portion of the Series 2020A bonds that were issued to fund the City's portion the other CIP Projects identified above as items 2 through 6 which is funded by a transfer from the City's General Fund. The bonds were sold a premium so the original Par Amount of the issue was $11,390,000.

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2020-21	$505,544	$370,000	$875,554
2021-22	512,100	365,000	877,100
2022-23	493,850	385,000	878,850
2023-24	474,600	400,000	874,600
2024-25	454,600	420,000	874,600
2025-26	433,600	445,000	878,600
2026-27	411,350	465,000	876,350
2027-28	388,100	490,000	878,100
2028-29	363,600	510,000	873,600
2029-30	338,100	535,000	873,100
2030-31	311,350	560,000	871,350
2031-32	283,350	595,000	878,350
2032-33	253,600	620,000	873,600
2033-34	222,600	655,000	877,600
2034-35	189,850	685,000	874,850
2035-36	155,600	715,000	870,600
2036-37	127,000	750,000	877,000
2037-38	97,000	780,000	877,000
2038-39	65,800	805,000	870,800
2039-40	33,600	840,000	873,600
	$6,115,194	**$11,390,000**	**$17,505,194**

WATER DEBT SERVICE FUND 504

Water Revenue Bond Series 2016

Water Revenue and Refunding Bonds Series 2016 were issued in November 2016, with an interest rate of 1.84% in an original amount of $5,615,000. The refunding resulted in net present value savings of approximately $611,104. The proceeds of the initial series 2006 Water Revenue Bond were used to finance the costs of additions, replacements, expansions and/or improvements to the City's Water System, and the acquisition of all real and personal property necessary, useful or convenient thereto and the City's share of the Joint Water Commission capital expansion project. The remaining principal and interest payments for Water Revenue and Refunding Bonds Series 2016 are as follows:

Water Revenue and Refunding Bonds Series 2016

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2021	$ 610,000	$ 70,748	$ 680,748
2021-2022	625,000	59,524	684,524
2022-2023	635,000	48,024	683,024
2023-2024	645,000	36,340	681,340
2024-2025	660,000	24,472	684,472
2025-2026	670,000	12,328	682,328
Total	**$3,845,000**	**$251,436**	**$4,096,436**

Water Revenue Bond Series 2018

Water Revenue Bonds Series 2018 were issued in June 2018, with a true interest cost rate of 3.217% in an original amount of $18,125,000. The proceeds will be used to finance the costs of additions, replacements, expansions and/or improvements to the City's Water System, The principal and interest payments for Water Revenue Bonds Series 2018 are as follows:

Water Revenue Bonds Series 2018

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2021	$ 600,000	$ 840,250	$ 1,440,250
2021-2022	625,000	810,250	1,435,250
2022-2023	660,000	779,000	1,439,000
2023-2024	690,000	746,000	1,436,000
2024-2025	725,000	711,500	1,436,500
2025-2026	760,000	675,250	1,435,250
2026-2027	800,000	637,250	1,437,250
2027-2028	840,000	597,250	1,437,250
2028-2029	885,000	555,250	1,440,250
2029-2030	925,000	511,000	1,436,000
2030-2031	975,000	464,750	1,439,750
2031-2032	1,020,000	416,000	1,436,000
2032-2033	1,075,000	365,000	1,440,000
2033-2034	1,125,000	311,250	1,436,250
2034-2035	1,185,000	255,000	1,440,000
2035-2036	1,240,000	195,750	1,435,750
2036-2037	1,305,000	133,750	1,438,750
2037-2038	1,370,000	68,500	1,438,500
Total	**$16,805,000**	**$9,073,000**	**$25,878,000**

Water Revenue Bond Series 2020

Water Revenue Bonds Series 2020 were issued in April 2020, with a true interest cost rate of 2.96% in an original amount of $28,485,000. The proceeds will be used to finance the costs of additions, replacements, expansions and/or improvements to the City's Water System including the participation in the Willamette Water Supply System. The principal and interest payments for Water Revenue Bonds Series 2020 are as follows:

Water Revenue Bonds Series 2020

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2021	$ 925,000	$ 1,321,027	$ 2,246,027
2021-2022	940,000	1,304,800	2,244,800
2022-2023	990,000	1,257,800	2,247,800
2023-2024	1,040,000	1,208,300	2.248.300
2024-2025	1,090,000	1,156,300	2.246,300
2025-2026	1,115,000	1,034,500	2,249,500
2026-2027	1,170,000	1,078,750	2,248,750
2027-2028	1,225,000	1,020,250	2,245,250
2028-2029	1,290,000	959,000	2,249,000
2029-2030	1,350,000	894,500	2,244,500
2030-2031	1,380,000	867,500	2,247,500
2031-2032	1,450,000	798,500	2,248,500
2032-2033	1,520,000	726,000	2,246,000
2033-2034	1,595,000	650,000	2,245,000
2034-2035	1,675,000	750,250	2,245,250
2035-2036	1,760,000	486,500	2,246,500
2036-2037	1,850,000	398,500	2,248,500
2037-2038	1,940,000	306,000	2,246,000
2038-2039	2,040,000	209,000	2,249,000
2039-2040	2,140,000	107,000	2,247,000
Total	**$28,485,000**	**$16,454,477**	**$44,939,477**

Water Safe Drinking Water Revolving Loan

The City entered into a financing contract with the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority (IFA), for the financing of the Aquifer Storage and Recovery Well Number 5. The loan is federal financial assistance under Capitalization Grants for Drinking Water State Revolving Funds and is pass-thru financing from the State. The IFA provides the City with a 20 year non-revolving loan with an interest rate of 2.96% in the amount of $5,000,000 of which $750,000 is a forgivable loan, leaving a remaining loan of $4,250,000. The allowance of a $750,000 "forgivable" portion of the loan brings the net interest rate to nearly zero.

The terms of the loan include that the project be completed by October 2019. Repayment starts 90 days after the project completion date and are due and payable each December 1. Repayment is expected to begin in FY 2019-20 after the project is completed. Future budgets will contain detail on these obligations.

BEAVERTON URBAN REDEVELOPMENT AGENCY DEBT SERVICE FUND 904

Series 2020B Federally Taxable

The Special Revenue Bonds Series 2020B were issued in June 2020, with a true interest cost rate of 2.9201% in an original amount of $55 Million which was used as follows:

1. $19 Million to repay the line of credit.
2. $34 Million deposited into the BURA Capital Projects Fund for current and future BURA Capital Projects.
3. $1 Million deposited into the BURA Program and Activities fund for the cost of issuance and to fund grant funds for capital improvements on properties within the agency district.

The annual debt service payment is funded by a transfer from the BURA Tax Increment Fund 901. The following table represents the annual debt service on the $55 Million bond issue over a 30 year period.

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2020-21	$1,353,938	$1,410,000	$2,763,938
2021-22	1,409,213	1,355,000	2,764,213
2022-23	1,396,490	1,365,000	2,761,490
2023-24	1,381,652	1,380,000	2,761,652
2024-25	1,364,168	1,400,000	2,764,168
2025-26	1,345,030	1,415,000	2,760,030
2026-27	1,321,739	1,440,000	2,761,739
2027-28	1,296,596	1,465,000	2,761,596
2028-29	1,267,648	1,495,000	2,762,648
2029-30	1,236,612	1,525,000	2,761,612
2030-31	1,203,428	1,560,000	2,763,428
2031-32	1,167,922	1,595,000	2,762,922
2032-33	1,130,025	1,630,000	2,760,025
2033-34	1,089,666	1,670,000	2,759,666
2034-35	1,047,482	1,715,000	2,762,482
2035-36	1,003,304	1,760,000	2,763,304
2036-37	956,260	1,805,000	2,761,206
2037-38	907,002	1,855,000	2,762,002
2038-39	855,507	1,905,000	2,760,507
2039-40	800,090	1,960,000	2,760,090
2040-41	743,074	2,020,000	2,763,074
2041-42	680,272	2,080,000	2,760,272
2042-43	615,605	2,145,000	2,760,605
2043-44	548,917	2,215,000	2,763,917
2044-45	480,052	2,280,000	2,760,052
2045-46	409,167	2,350,000	2,759,167
2046-47	332,581	2,430,000	2,762,581
2047-48	253,387	2,510,000	2,763,387
2048-49	171,586	2,590,000	2,761,586
2049-50	87,178	2,675,000	2,762,178
	$27,855,539	**$55,000,000**	**$26,551,773**

COMPUTATION OF LEGAL DEBT MARGIN
July 1, 2020

The following schedule computes how much General Obligation debt the City can issue. The maximum amount of debt is set by the Oregon Constitution in Section 287.004. For the City, the maximum amount is equal to 3% of the City's real market valuation. The amount of General Obligation debt outstanding is deducted from the maximum amount set by the constitution. The resulting figure is the amount of additional General Obligation that the City can issue.

Water Revenue Debt is payable from the net revenues of the City's water system. The water system's rates are reviewed annually as part of the budget process. The rate increases over the past two years and this year are:

	Base Meter Charge	Consumption Charges
FY 2018-19	7.14%	3.26%
FY 2019-20	6.67%	12.62%
FY 2020-21	6.25%	11.20%

The future net water revenues are sufficient to pay the existing debt obligations plus the future debt obligations. General Obligation Debt is voter approved and a separate tax amount is levied each year for the annual debt principal and payment.

TRUE CASH VALUE (Real Market Value FY 2019-20) (1)		$ 17,223,986,439
		3%
	Bond Issue Outstanding	$ 516,719,593
CITY'S GROSS BONDED DEBT AS OF JUNE 30, 2020		
General Obligation Bonds Series 2017 Public Safety Center	$ 33,030,000	
Special Revenue Bonds Series 2020A Tax Exempt - PRCA	16,920,000	
Special Revenue Bonds Series 2020A Tax Exempt - Other City Projects	11,390,000	
Special Revenue Bonds Series 2020 B Federally Taxable - BURA	55,000,000	
Water Revenue Bonds Series 2016	3,845,000	
Water Revenue Bonds Series 2018	16,805,000	
Water Revenue Bonds Series 2020	28,485,000	
Subtotal Issued Bonded Debt Outstanding	$ 165,475,000	
LESS LEGAL DEDUCTIONS:		
Special Revenue Bonds (Paid From Dedicated Special Revenues)		
Special Revenue Bonds Series 2020A Tax Exempt - PRCA	$ (16,920,000)	
Special Revenue Bonds Series 2020A Tax Exempt - Other City Projects	(11,390,000)	
Water Revenue Bonds (Paid from Water Revenues)	(55,000,000)	
Water Revenue Bonds Series 2016	(3,845,000)	
Water Revenue Bonds Series 2018	(16,805,000)	
Water Revenue Bonds Series 2020	(28,485,000)	
	$ (132,445,000)	
NET GENERAL OBLIGATION DEBT	$ 33,030,000	(33,030,000)
LEGAL DEBT MARGIN - AMOUNT AVAILABLE FOR FUTURE INDEBTEDNESS		$483,689,593

(1) True cash value information obtained from Washington County Assessment and Taxation Department. All other information obtained from general purpose financial statements.

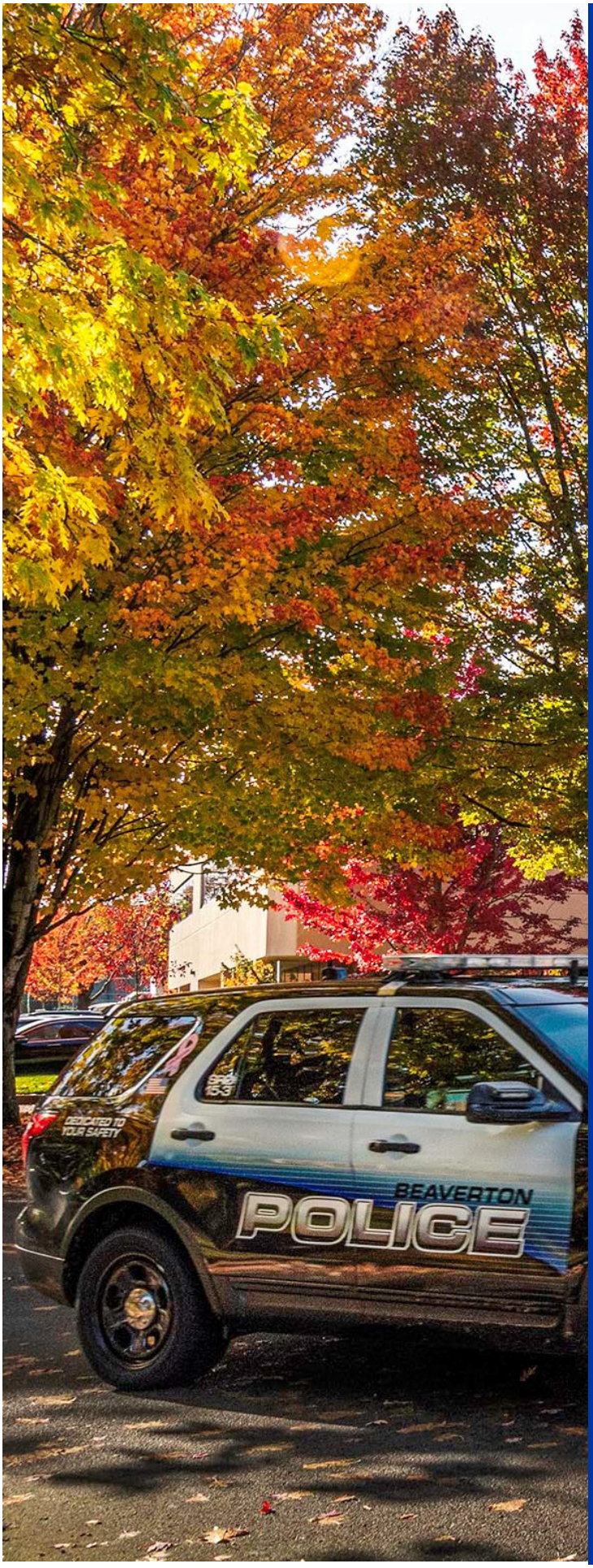
COMPUTATION OF DIRECT AND OVERLAPPING BONDED DEBT
June 30, 2019
(Unaudited)

Taxing Jurisdiction	Total Net Property-tax Backed Debt	Percent Real Market Value of the City	City's Pro-Rata Share
Tualatin Hills Park and Recreation District	$76,498,613	39.89 %	$30,515,297
Beaverton School District No. 48J	996,146,084	33.98	338,490,439
Tualatin Valley Fire and Rescue District	26,055,000	17.40	4,533,570
Washington County	228,769,717	16.44	37,609,741
Portland Community College	602,297,900	6.55	39,450,512
Metro	819,020,000	5.22	42,752,844
Multnomah County School District 1J	867,455,242	12.94	112,248,708
Total overlapping debt	3,616,242,556		605,601,112
City of Beaverton, net direct debt	41,763,867 (1)		41,763,867
Total direct and overlapping debt	$3,658,006,423		$647,364,979

(1) Total general obligation bonds backed by property tax, special revenue bonded debt, and loans payable.

Note: Overlapping taxing jurisdictions are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Beaverton.

Information from the Oregon Municipal Debt Advisory Commission.



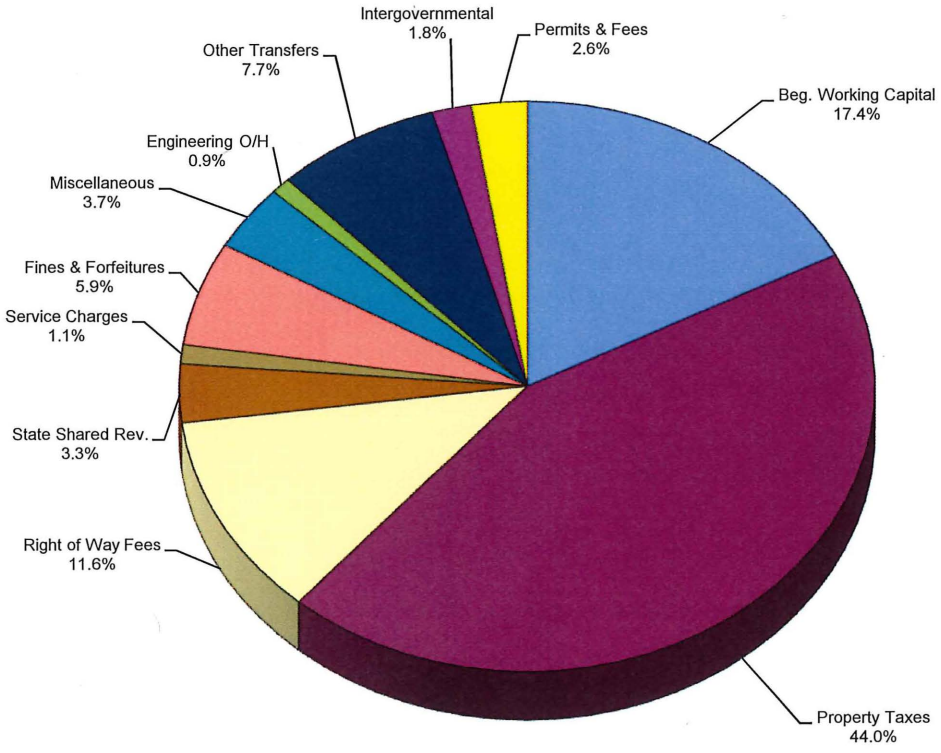
General Fund

- Summary of Revenues
- Summary of Expenditures
- Schedule of Revenues and Transfers
- Schedule of Expenditures and Transfers
- Revenue Goals and Trends

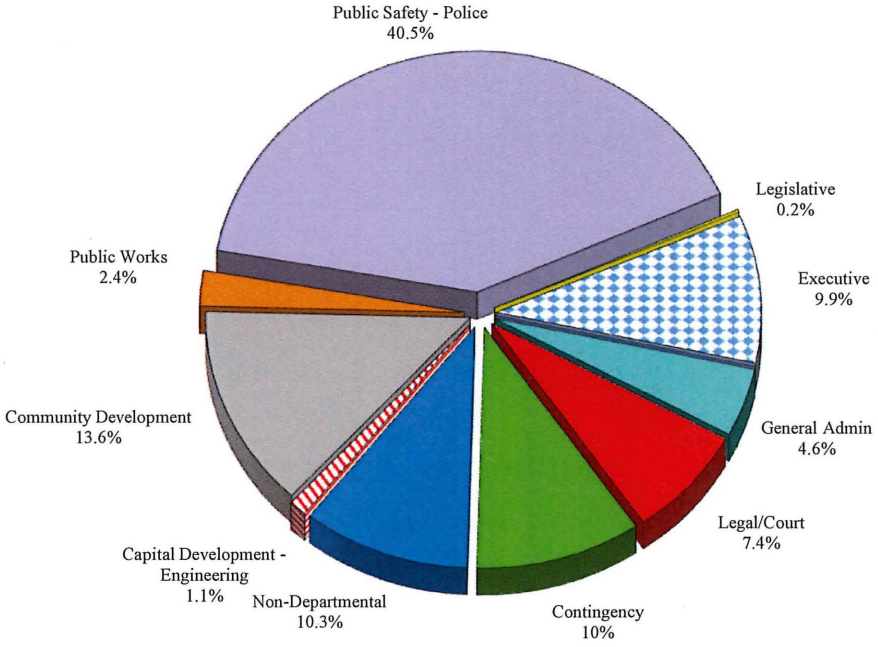
- General Fund Departments:
  - City Council
  - Mayor's Office
  - Non-Departmental
  - Human Resources
  - Finance
  - Municipal Court
  - City Attorney
  - Police
  - Community Development
  - Public Works – General Fund

Beaverton
OREGON

ADOPTED GENERAL FUND REVENUES FY 2020-21
BY MAJOR CATEGORY

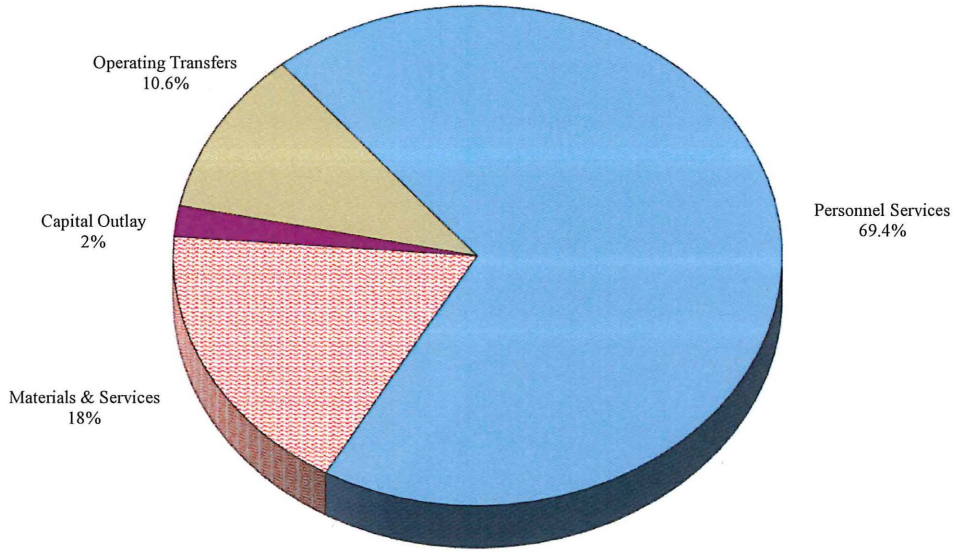


ADOPTED GENERAL FUND BUDGET FY 2020-21



General Admin. = Finance and Human Resources. Non-departmental are expenditures in a cost center.

BY EXPENDITURE TYPE



GENERAL FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$34,747,019	$36,944,844	$38,393,506	$38,393,506	$39,160,368
Intergovernmental	4,405,991	4,111,180	4,460,042	4,536,871	4,570,965
Business licenses & permits	790,242	792,840	759,425	761,625	761,600
Site Development permits & fees	983,657	1,755,553	1,700,000	2,030,845	1,100,000
Zoning & annexation fees	542,913	418,914	450,000	450,000	450,000
Right-of-Way fees	8,464,786	9,198,504	7,877,207	9,461,031	10,296,387
Fines & forfeitures	4,665,971	4,209,553	5,252,216	5,252,442	5,252,442
Interest on investments	250,625	497,458	521,400	521,400	335,800
Charges for services	932,842	963,518	970,000	970,000	970,000
Project engineering charges	563,975	663,294	600,000	820,000	820,000
Bond/financing proceeds	0	0	2,860,000	4,000,000	0
Miscellaneous	2,890,325	2,879,519	2,907,609	2,980,780	2,988,712
Sub Total Revenues	$59,238,346	$62,435,177	$66,751,405	$70,178,500	$66,706,274
Expenditures:					
Personnel services	$44,286,795	$47,307,858	$51,808,853	$50,416,235	$55,557,340
Materials & services	11,721,417	11,726,584	16,483,912	14,217,423	14,388,478
Capital outlay	1,097,934	725,134	2,200,664	1,344,809	1,594,975
Sub Total Expenditures	$57,106,146	$59,759,576	$70,493,429	$65,978,467	$71,540,793
Revenues Over/Under Expenditures	$2,132,200	$2,675,601	($3,742,024)	$4,200,033	($4,834,519)
Other financing sources (uses):					
Transfers in	$4,909,941	$5,706,232	$5,916,457	$5,909,485	$6,831,087
Transfers out	(7,258,296)	(8,075,512)	(7,786,812)	(8,742,085)	(8,541,013)
Debt Service - Principal	0	0	0	0	0
Debt Service - Interest	(106,692)	(106,692)	(301,692)	(300,672)	0
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	(2,455,047)	(2,475,972)	(2,172,047)	(3,133,272)	(1,709,926)
Net Change in Fund Balance	($322,847)	$199,629	($5,914,071)	$1,066,761	($6,544,445)
Fund Balance/Working Capital Beginning of Year	14,540,400	14,217,553	14,417,182	14,417,182	15,483,943
Fund Balance (Contingency)/Working Capital End of Year	$14,217,553	$14,417,182	$8,503,111	$15,483,943	$8,939,498

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to maintain a level equal to at least 11% of the General Fund expenditures on a budgetary basis and 17% on an actual basis. The adopted FY 2020-21 contingency of $8,939,498 is equal to 12.5% of expenditures (using total expenditures and total other financing sources and uses) and includes $1,180,710 dedicated for vehicle and equipment replacement, $77,262 dedicated for tree replacement, $141,110 dedicated for Operations Facility Replacement, $300,000 dedicated to Housing Investment Fund, $3,727,564 designated for future use by the City Council, which leaves $3,512,852 as undesignated contingency.

GENERAL FUND
SCHEDULE OF REVENUES AND TRANSFERS

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Property Taxes:					
Current year's levy	$34,466,860	$35,871,228	$38,093,506	$38,093,506	$38,860,368
Prior years' levy	280,159	$290,203	$300,000	$300,000	$300,000
Interest on unsegregated taxes	20,178	34,104	15,000	35,000	35,000
Right-of-Way fees					
City Utilities	0	0	0	0	0
Portland General Electric	2,742,136	2,766,222	2,766,000	2,883,736	2,884,000
Northwest Natural Gas	642,338	621,470	630,000	675,000	675,000
Frontier/Verizon	87,391	155,370	321,140	321,140	162,000
Comcast	0	0	0	1,360,000	1,360,000
Century Link	7,465	5,408	6,800	6,800	6,800
Refuse Collection	905,840	1,013,022	1,070,000	1,070,000	1,102,100
Cable TV	873,464	959,930	800,000	760,000	740,000
Other Telecoms	616,189	570,213	595,000	505,000	505,000
Other Water Districts	399,940	393,233	199,800	173,000	173,000
Other Utilities	131,311	183,107	203,500	150,000	150,000
PGE Privilege 1.5%	1,161,212	1,215,769	1,200,000	1,215,000	1,215,000
NW Natural Gas Privilege 2.0%	428,226	414,313	420,000	450,000	450,000
CWS, Sewer	981,290	1,014,204	1,100,000	1,050,000	1,050,000
CWS, Surface Water Mgmt.	70,682	74,261	85,000	80,000	85,000
COB, Sewer	194,006	200,573	220,000	205,000	205,000
COB, Surface Water Mgmt.	265,495	279,691	300,000	290,000	305,000
COB, Water	641,861	715,778	919,379	919,379	1,087,500
Right of Way fees to other funds	(1,684,060)	(1,384,060)	(2,959,412)	(2,677,024)	(1,865,013)
Other intergovernmental revenues	432,847	335,816	366,893	446,893	399,610
Federal Grants	723,651	249,266	554,929	586,860	417,135
State of Oregon grants	86,503	335,396	71,436	71,662	71,662
Business licenses	701,048	700,195	670,425	670,025	670,000
General Court Fines	2,512,315	2,318,667	2,400,000	2,400,000	2,400,000
Photo radar van court fines	794,613	310,631	600,000	600,000	600,000
Photo red light court fines	1,297,442	975,275	1,100,000	1,100,000	1,100,000
Photo intersection speed court fines	0	484,925	1,032,000	1,032,000	1,032,000
Liquor tax	1,523,644	1,607,294	1,630,000	1,677,000	1,677,000
Cigarette tax	117,900	110,741	107,000	107,000	107,000
Marijuana tax (City and state)	968,069	881,089	880,000	1,020,000	1,020,000
State Revenue Sharing	1,077,650	1,120,229	1,109,000	1,169,000	1,169,000
Planning Dev. Rev. & Annex Fees	542,913	415,479	450,000	450,000	450,000
Site Development Permit Fees	983,657	1,755,553	1,700,000	2,030,845	1,100,000
Interest on investments	250,625	497,458	521,400	521,400	335,800
Charges for services	932,842	963,518	970,000	970,000	970,000
City liquor licenses	11,110	12,095	11,000	12,100	12,100
Beaverton Building rental income	948,488	945,610	941,877	885,168	916,436
Parking permits	1,730	4,785	3,000	4,500	4,500
Parking fines	26,385	84,839	85,000	85,000	85,000

GENERAL FUND
SCHEDULE OF REVENUES AND TRANSFERS
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues (continued):					
Alarm system permits	76,354	75,765	75,000	75,000	75,000
Project engineering charges	563,975	663,294	600,000	820,000	820,000
Reimbursement from Tri-Met	450,553	600,965	693,476	693,476	693,476
Lien Searches & Passport Fees	211,695	222,450	232,000	227,000	233,000
Bond Sale Proceeds	0	0	2,860,000	4,000,000	0
Miscellaneous	770,346	1,369,804	801,256	658,034	861,800
Total Revenues	$59,238,338	$62,435,178	$66,751,405	$70,178,500	$66,706,274
Transfers from Other Funds:					
Street	$1,487,171	$1,485,093	$1,623,408	$1,623,408	$1,662,295
Building Operating	618,774	790,479	898,947	898,947	848,882
Library	1,086,228	1,117,025	1,216,522	1,216,522	1,159,014
Trans. Development Tax / TIF	44,616	33,589	35,277	35,277	32,255
Capital Development	83,899	0	0	0	0
Assessment #1	0	0	1,365	1,265	1,285
Water	493,587	548,392	694,415	694,415	784,369
Sewer	336,502	354,528	388,639	388,639	398,085
Reprographics	0	0	0	0	5,167
Storm Drain	424,580	444,428	490,158	490,158	513,986
Garage	4,454	4,335	4,596	4,596	6,299
Public Works Admin	80,215	83,669	88,269	88,269	215,850
Insurance	85,125	95,492	101,439	101,439	104,743
Street Lighting	42,063	586,334	0	0	0
Lodging Tax	0	0	0	0	2,643
BURA Program / Activity		0	6,872	366,550	1,096,214
BURA General Fund	122,727	162,868	366,550	0	0
Total Transfers	4,909,941	5,706,232	5,916,457	5,909,485	6,831,087
Total Revenues & Transfers	64,148,279	68,141,410	72,667,862	76,087,985	73,537,361
Beginning Working Capital	14,540,400	14,217,553	14,417,182	14,417,182	15,483,943
	$78,688,679	$82,358,963	$87,085,044	$90,505,167	$89,021,304

GENERAL FUND
SCHEDULE OF EXPENDITURES AND TRANSFERS

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
City Council:					
Personnel services	$104,646	$104,656	$105,468	$105,186	$105,468
Materials & Services	28,382	31,523	48,760	37,030	22,760
	133,028	136,179	154,228	142,216	128,228
Mayor's Office:					
Personnel services	4,620,086	4,612,897	5,253,192	5,099,717	5,961,776
Materials & Services	1,954,830	1,921,679	2,634,141	2,142,743	2,261,800
Capital Outlay	0	25,126	22,051	22,051	0
Contingency	0	0	97,182	0	117,472
	6,574,916	6,559,702	8,006,566	7,264,511	8,341,048
Non-Departmental:					
Materials & Services	3,070,372	2,893,464	3,198,724	3,096,612	3,156,784
Capital Outlay	595,865	92,058	755,430	392,811	656,400
Debt Service	106,692	106,692	301,692	300,672	0
Contingency (Estimated Ending Working Capital)	0	0	7,357,994	0	7,645,824
	3,772,929	3,092,214	11,613,840	3,790,095	11,459,008
Human Resources:					
Personnel services	802,557	838,151	1,074,653	1,014,420	1,232,334
Materials & Services	283,267	349,053	407,248	363,505	322,804
	1,085,824	1,187,204	1,481,901	1,377,925	1,555,138
Finance Department:					
Personnel services	1,845,895	1,956,998	2,142,375	2,197,015	2,242,299
Materials & Services	139,760	141,325	165,519	129,287	156,844
	1,985,655	2,098,323	2,307,894	2,326,302	2,399,143
Municipal Court:					
Personnel services	1,827,448	2,099,786	2,534,786	2,332,075	2,759,455
Materials & Services	749,214	1,024,980	1,027,083	954,766	1,016,237
Capital Outlay	0	4,972	158,363	120,000	40,000
	2,576,662	3,129,738	3,720,232	3,406,841	3,815,692
City Attorney:					
Personnel services	1,890,689	2,083,148	2,349,678	2,271,267	2,414,682
Materials & Services	87,826	125,619	172,589	409,330	129,853
	1,978,515	2,208,767	2,522,267	2,680,597	2,544,535

GENERAL FUND
SCHEDULE OF EXPENDITURES AND TRANSFERS
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Police:					
Personnel services	25,669,430	27,253,379	28,386,104	28,199,354	30,056,472
Materials & Services	3,193,567	3,320,408	4,081,631	3,520,703	4,149,314
Capital Outlay	360,577	427,566	377,994	376,394	426,600
Contingency	0	0	582,134	0	674,584
	29,223,574	31,001,353	33,427,863	32,096,451	35,306,970
Community Development Department:					
Personnel services	4,245,578	6,236,105	7,804,591	7,198,117	8,638,347
Materials & Services	1,654,789	1,532,873	4,223,092	3,138,615	2,643,672
Capital Outlay	0	72,173	803,000	350,243	396,000
Contingency	0	0	64,273	0	61,864
	5,900,367	7,841,151	12,894,956	10,686,975	11,739,883
Capital Development - Engineering					
Personnel services	897,526	1,040,446	936,890	840,665	898,004
Materials & Services	32,018	33,174	79,255	27,651	37,690
Capital Outlay	24,230	21,797	0	0	0
Contingency	0	0	37,378	0	40,942
	953,774	1,095,417	1,053,523	868,316	976,636
Public Works Department					
Personnel services	2,382,940	1,082,292	1,221,116	1,158,419	1,248,503
Materials & Services	527,392	352,486	445,870	397,181	490,720
Capital Outlay	117,262	81,442	83,826	83,310	75,975
Contingency	0	0	364,150	0	398,812
	3,027,594	1,516,220	2,114,962	1,638,910	2,214,010
Total Expenditures	$57,212,838	$59,866,268	$79,298,232	$66,279,139	$80,480,291

GENERAL FUND
SCHEDULE OF EXPENDITURES AND TRANSFERS
(Continued)

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Transfer to Other Funds:					
Capital Development Fund	$423,464	$1,090,056	$722,303	$1,741,178	$187,986
Capital Projects Fund	395,366	312,628	888,066	824,464	708,500
Street Fund	0	544,014	0	0	0
Library Fund	0	259,108	0	0	0
Lodging Tax Fund	454,258	556,127	648,626	648,626	645,192
Reprographics	898,946	936,148	910,497	910,497	954,669
Garage	907,336	1,091,545	1,079,225	1,079,225	1,207,180
Information Systems - Allocated	2,102,596	2,338,927	2,560,774	2,560,774	2,801,751
Geographical Information Systems	290,299	314,830	311,479	311,479	328,899
Public Works Administration	184,263	166,888	151,616	151,616	162,466
Insurance	411,381	411,381	514,226	514,226	514,226
Special Revenue Debt Fund	0	0	0	0	1,030,144
Debt Service Fund	1,190,387	53,860	0	0	0
Total Transfers	7,258,296	8,075,512	7,786,812	8,742,085	8,541,013
Total Expenditures & Transfers	$64,471,134	$67,941,780	$87,085,044	$75,021,224	$89,021,304

Summary of General Fund Expenditures by Expenditure Category:

Personnel services	$44,286,795	$47,307,858	$51,808,853	$50,416,235	$55,557,340
Materials & Services	11,721,417	11,726,584	16,483,912	14,217,423	14,388,478
Capital Outlay	1,097,934	725,134	2,200,664	1,344,809	1,594,975
Transfers	7,258,296	8,075,512	7,786,812	8,742,085	8,541,013
Debt Service	106,692	106,692	301,692	300,672	0
Contingency (Estimated Ending Working Capital)	0	0	8,503,111	0	8,939,498
	$64,471,134	$67,941,780	$87,085,044	$75,021,224	$89,021,304

FUND:	DEPARTMENT:
001 GENERAL FUND REVENUE	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

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. *(City Council Priority: Prepare long-range budget plan for upcoming major projects and expenses).*

Trends, Services and Issues:
The General Fund consists of a variety of current revenue sources consisting of seven major categories in the FY 2020-21 budget:

- Property Taxes (53%)
- Right of Way Fees (16%)
- Inter-fund Transfers (9%)
- Fines and Forfeitures (7%)
- Intergovernmental Assistance (6%)
- Fees, Charges. Licenses and Permits (5%)
- Miscellaneous (%)

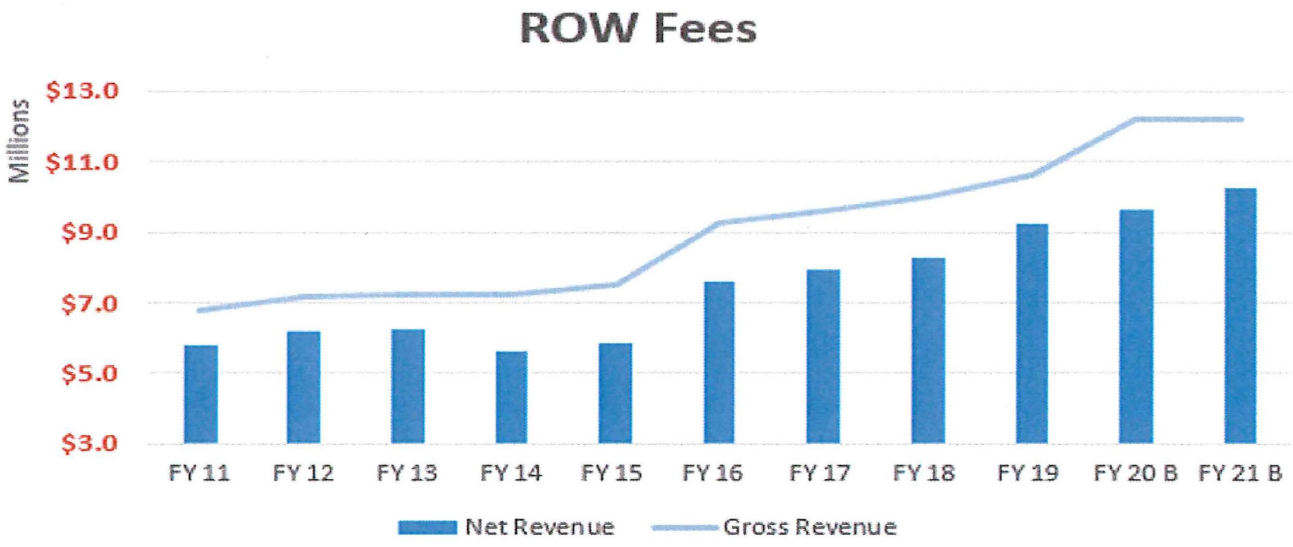
For the past several years, the City Council requested an examination on the potential to diversify revenue especially from non-property tax resources. In FY 2015-16, the percentage of revenue coming from property taxes was 62%. There is variation in the trends of individual revenue sources but overall General Fund Revenue will increase 2-4-% in each of the coming years. The yield from some of these fees are very dependent on the health of the local economy as development related income dipped considerably during the Great Recession. With the options and alternatives for adjustment, the trend line changes to 3-7% over the next few years. These trends assume no significant change in city boundaries or state statutes which might affect revenue sources. The specific gain depends on the effective date of the change and customer response.

During FY 2020-21, Finance staff will launch a program for long-term revenue and expense projections to help achieve the City Council priority of "Prepare long-range budget plan for upcoming major projects and expenses." The initial effort will be aimed at the General Fund and then the methodology extended to other funds.

Beginning in FY 2019-20, the budget reflects a significant policy change in the allocation of property tax funds to the Street Lighting Fund. Since 1949, a portion of property taxes for Beaverton taxpayers supported the street lighting equipment, energy and maintenance expenses. In the coming year that amount, usually about 12¢ per $1000 assessed valuation, is retained by the General Fund. Instead the rough equivalent of those funds will be allocated for street lighting purposes from Rights-of-Way (ROW) fees to the Street Lighting Program which now appears in the Street Fund. Besides giving the General Fund more flexibility with the use of property taxes, this provides a direct connection between the amounts paid by utility and telecommunication in ROW fees and expenses related to street-related services and expenses. The amount of ROW fees allocated to the Street Fund for the coming year is approximately $1.3million.

An area of emphasis are the Rights of Way (ROW) fees whereby the City Council increased the rate for the electric and natural gas utilities utilizing authority to impose a privilege tax in addition to the franchise fee. These increases generate an additional $1.7 million annually. The net amount of franchise or ROW fees is significant as the City routinely transfers a portion of these fees to the Street Fund for road maintenance.

FUND:	DEPARTMENT:
001 GENERAL FUND REVENUE	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE



The rates of several types of fees, permits and licenses increased in last year and the staff is recommending the City Council again consider adjustments to more adequately cover the cost of administering the programs associated with other revenue sources. These include alcohol licenses, alarm permits and planning fees. The latter type should see increases due to the expected permit activity from subdivisions in the South Cooper Mountain area and downtown redevelopment also. Property taxes are projected to increase by approximately 3.5% each year. Cooper Mountain area assessed valuation will not increase significantly until FY 2021-22. This is due to delays in construction and the property valuation schedule. While the overall assessed valuation is growing at a faster rate, much of the yield is accruing to the urban renewal district.

Fines from municipal court activities such as traffic citations are trending downward. Fines from photo radar enforcement of traffic signal violations and speed limits staying level.

Revenue from State and Federal agencies are difficult to project so the estimated growth is very conservative. There are few grant applications in the development stage, so federal funds in the coming years will likely be nominal.

Workload Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted**	**FY 2020-21 Adopted**
City's Taxable Assessed Valuation (in 000's) - Net of urban renewal	$9,652,767	$9,965,442	$10,623,637	$11,002,346
General Operations Tax Levy Rate Per Thousand of Taxable Assessed Value (tax value)	$4.17	$4.28	$4.23	$4.23
City's Permanent Levy Rate Authority	$4.62	$4.62	$4.62	$4.62
Future Capacity in Tax Levy Authority	$0.45	$0.34	$0.39	$0.39
Future Capacity in Tax Dollars	$4,319,613	$3,363,337	$4,051,137	$4,181,951
General Operations Tax Levy Per Capita	$421	$444	$444	$451
Property Tax - % of General Fund Current Revenue	53.6%	53.9%	55.9%	53%

FUND:	DEPARTMENT:
001 GENERAL FUND REVENUE	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

Performance Outcomes and Program Trends:

The City's budget receives the annual Distinguished Budget Presentation award that demonstrates the commitment to provide our citizens a budget document serving as an operations guide and as a financial plan. This discussion of revenue trends is consistent with the best practices recommended to continue to receive such recognition. Staff continue to refine projections of volatile funds or those related to debt service obligations.

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 that its permanent rate of $4.62 per thousand of taxable assessed valuation. For FY 2020-21, the City is projecting an operating tax levy rate of $4.23, which is 91% of its maximum permanent levy rate authority. Levying the full permanent rate would produce and additional $4.2 million in property tax revenues. The millage rate will be allocated to the General Fund ($3.87/1000 assessed valuation) and to the Library Fund ($0.36).

The status of short-term interest rates shows improved interest earnings on the investment portfolio. The investment strategy allows a "laddering" of maturities with investments moving out several years. The staff looks at options that are on the State Treasurer's approved list of investments but more attractive than the benchmark based upon an earnings rate 2.75 % available from the Local Government Investment Pool on a portfolio averaging $90 Million. A change in the Investment Policy in 2014 allows the city to extend the length of maturities toward the five-year mark.

State and Federal revenue sources remain important elements in the City's financial picture. Except for the State's cigarette tax which is an intergovernmental source of City's revenue, most of the Oregon indicators are positive. City staff actively pursue Federal grants and obtain several each year. Mayor Doyle and members of the city council are active at the state and Federal level advocating on behalf of the community.

The FY 2020-21 budget anticipates little growth in many of the City's various revenue streams across all funds and some reductions due to the economic slowdown caused by the COVID-19 pandemic. Revenue sources such as property taxes, right of way fees, and system development fees for streets, water, sewer and storm-water systems exhibit indications of increases while hotel and motel taxes are anticipating a 40% decrease, site development permit fees a 35% decrease , state gas taxes a 10% decrease, building permit fees, Each respective budget reflects these improved revenue streams. The Building Fund's fees for plan examination and inspections should crest $4.5 million. During the Great Recession, the General Fund provided significant financial support to maintain core staff functions in the Building Fund.

The department will continue to enhance the financial reporting to the operating departments and monthly monitoring of revenue streams that may be elastic or volatile. Interdepartmental cooperation and communication is one of the highest priorities for this fiscal year as we refine the overhead cost allocation method and the multi-year capital facilities plan. We look forward to the challenges and opportunities ahead.

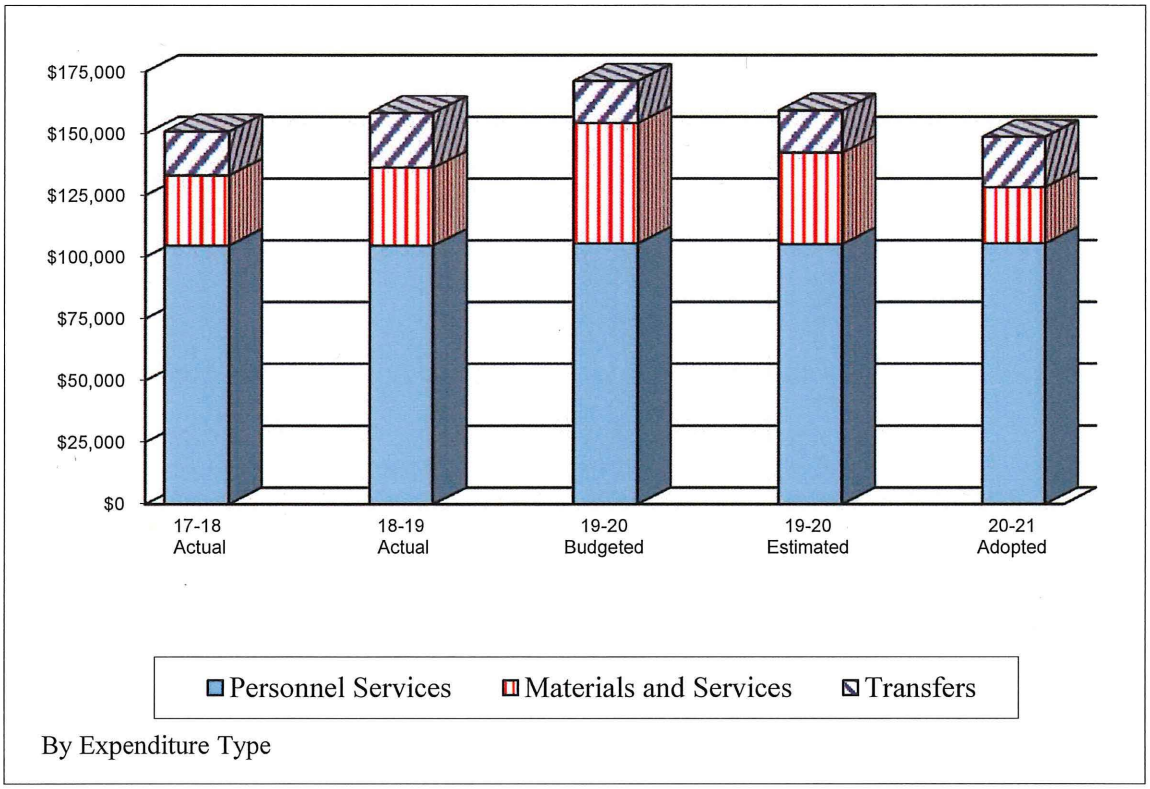
CITY COUNCIL

- Policy Development

GENERAL FUND

CITY COUNCIL

ADOPTED FY 2020-21



By Expenditure Type

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

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

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

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

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

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

Program Objectives (services provided):
City Council adopted the Beaverton Community Vision and continues to monitor progress on the accompanying Action Plan. Specific program objectives linked to the Community Vision include:

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

Program Objectives link to the Diversity Equity and Inclusion Plan:

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

Other objectives include:

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

On May 12th Council added one additional objective:

- Respond to and support recovery from the COVID-19 pandemic

Progress on FY 2019-20 Action Plan:

- Responsibly managed the City finances.

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

- Raised awareness of Beaverton's assets and aspirations within the broader community and increased engagement with the community, City staff and partners through our Community Vision implementation efforts and the 2016 Vision update.
- Developed specific ways that the city can encourage housing that is "affordable,".
- Finalized street camping rules and worked with community partners to provide related support services programs.
- Publicized services already available to prevent homelessness and promote recovery and support.
- Worked to create a sidewalk fund for sidewalk construction projects.
- Supported the implementation of elements of the City's Active Transportation Plan
- Took a leadership role in convening regional partners to address regional issues of homelessness, annexation, and strategic land acquisitions.
- Furthered the work to create "Purple Pipe" in the South Cooper Mountain area to use non-potable water for irrigation.
- Supported diversity, equity, and inclusion in city programs, activities and services..

FY 2020-2021 Action Plan:
The City Council, working with the Mayor, identified the following priorities for the upcoming year.

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

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

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

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

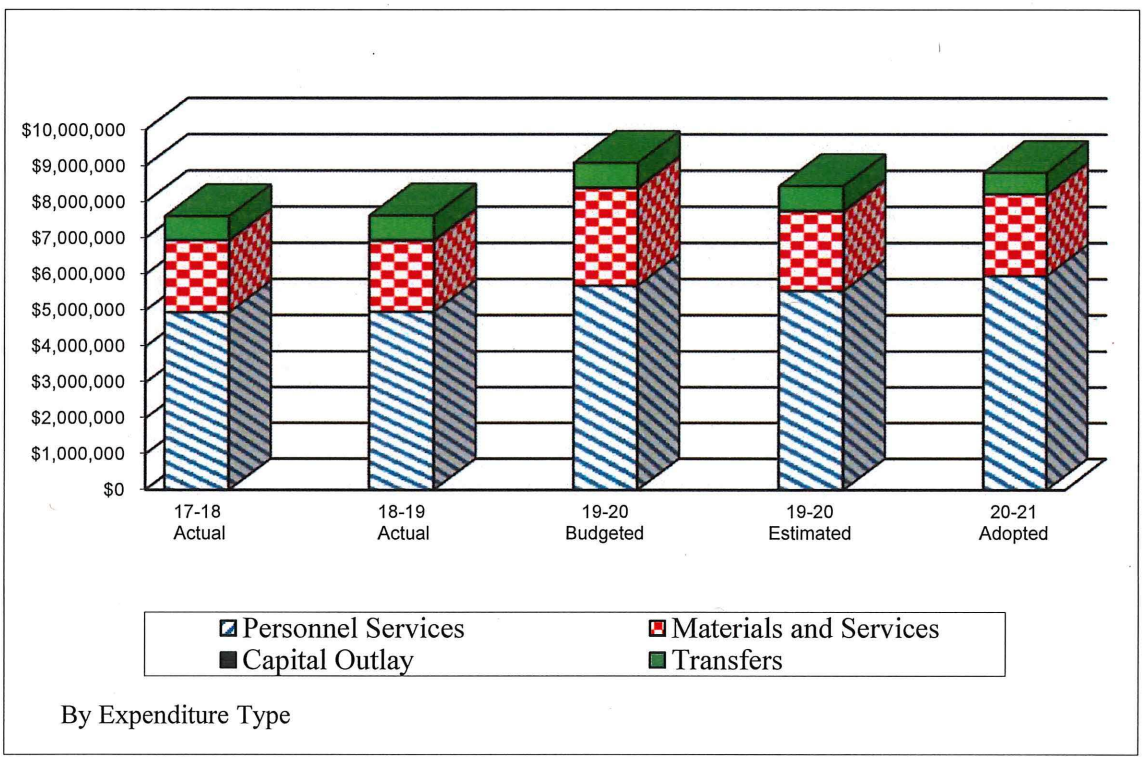
Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Projected**	**FY 2020-21 Adopted**
Number of Regular Council Meetings	30	45	45 / 42	45
Number of Work Sessions/Joint Meetings with other government entities*	6	36	10 / 32	15
Number of City Council Round Tables	10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

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

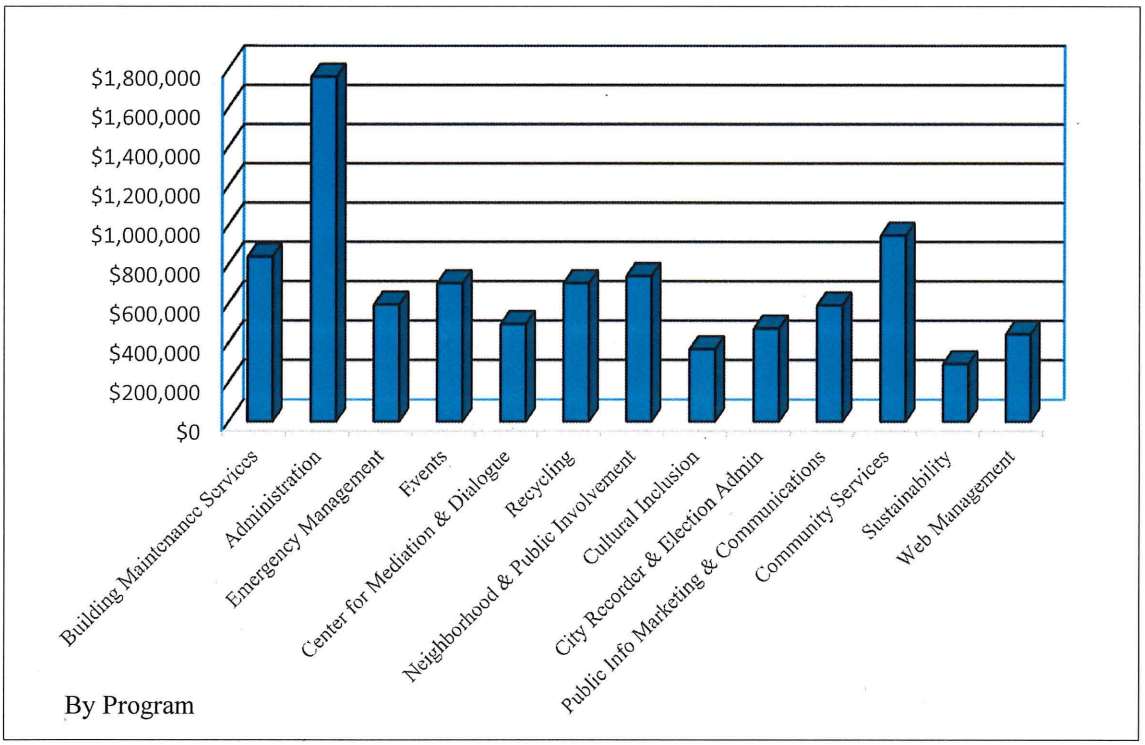
MAYOR'S OFFICE

- Mayor's Administration
- Mayor's Office Programs Admin
- Building Maintenance Services
- Web Management
- Cultural Inclusion
- Events
- Community Services
- City Recorder & Election Administration
- Public Info Marketing & Communications
- Emergency Management
- Center for Mediation & Dialogue
- Sustainability
- Recycling
- Neighborhood & Public Involvement

GENERAL FUND
MAYOR'S OFFICE
ADOPTED FY 2020-21



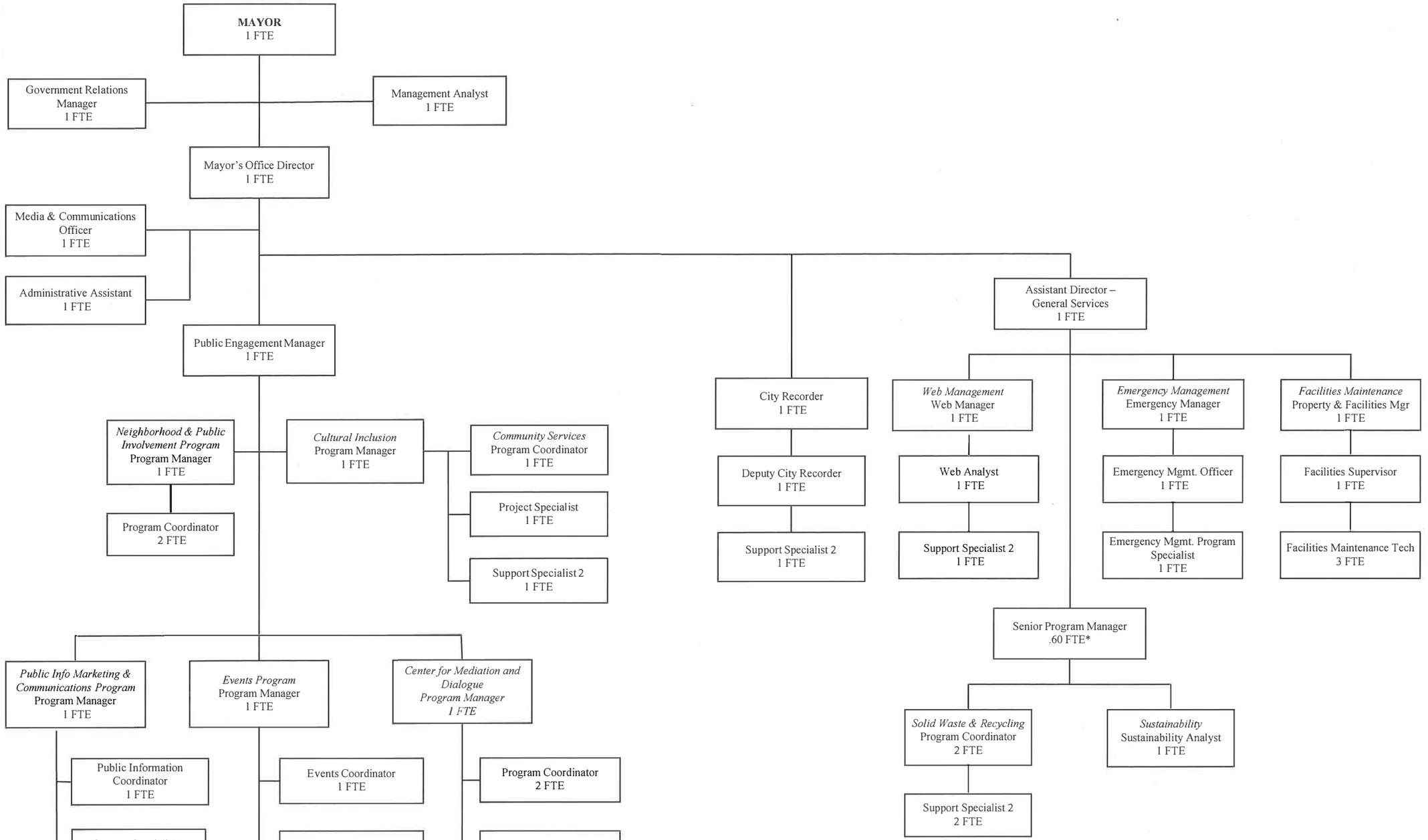
By Expenditure Type



By Program

Office of the Mayor

FY 2020-21 BUDGETED POSITIONS



* .40 FTE funded in Reprographics Fund

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

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

MISSION STATEMENT:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	42.73	43.73	45.23	44.23	44.23
PERSONNEL SERVICES	$4,645,162	$4,969,235	$5,691,324	$5,961,776	$5,961,776
MATERIALS & SERVICES	1,887,896	1,959,134	2,691,835	2,261,800	2,261,800
CAPITAL OUTLAY	0	25,126	22,051	0	0
TRANSFERS	651,641	675,233	679,141	589,838	589,838
CONTINGENCY	0	0	97,182	117,472	117,472
TOTAL	**$7,184,699**	**$7,628,728**	**$9,181,533**	**$8,930,886**	**$8,930,886**

Services and Trends:

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

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

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Adopted
Mayor's Budget Cost Per Capita	$74.40	$78.65	$93.45	$89.53
Mayor's Budget as Percent of Total Budget	5.055%	4.525%	3.767%	2.661%

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

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

Program Goals:

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	3.00	3.00	3.00	3.00
PERSONNEL SERVICES	$401,134	$512,593	$527,971	$491,355	$491,355
MATERIALS & SERVICES	68,105	252,995	277,538	264,350	264,350
CAPITAL OUTLAY					
TRANSFERS	2,199	3,198	2,202	2,323	2,323
TOTAL	**$471,438**	**$768,786**	**$807,711**	**$758,028**	**$758,028**

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

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

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

Program Objectives link to the Diversity Equity and Inclusion Plan:
The Mayor's Office Administration provides leadership and support for the entire DEI Plan. Specific target areas directly supported by this program include:

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

Other key objectives include:

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

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

FUND: 001 GENERAL	**DEPARTMENT:** MAYOR'S OFFICE
PROGRAM: 0522 MAYOR'S OFFICE PROGRAMS ADMIN	**DEPARTMENT HEAD:** ABIGAIL ELDER

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

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

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

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

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

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

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

FY 2019-20 Highlights:

- Assisted the Mayor in implementation of 2019 City Council priorities.
- Assisted the Mayor in implementation of 2019 Department priorities.
- Supported Departments in the day-to-day operations of the City.
- Supported Departments in public engagement efforts for major city projects and programs.
- Oversaw the operations and delivery of program services for the Mayor's Office Department.
- Oversaw Capital Campaign and management efforts for the Patricia Reser Center for the Arts.
- Provided executive support for city's activities related to addressing homelessness.
- Provided executive support for review and planning of city facilities, including the completion of a Condition Use Survey.

FUND: 001 GENERAL	**DEPARTMENT:** MAYOR'S OFFICE
PROGRAM: 0522 MAYOR'S OFFICE PROGRAMS ADMIN	**DEPARTMENT HEAD:** ABIGAIL ELDER

- Supported internal and external Diversity, Equity and Inclusion (DEI) efforts, including the update of the city DEI Plan adopted by City Council in October 2019.

FY 2020-21 Priorities:

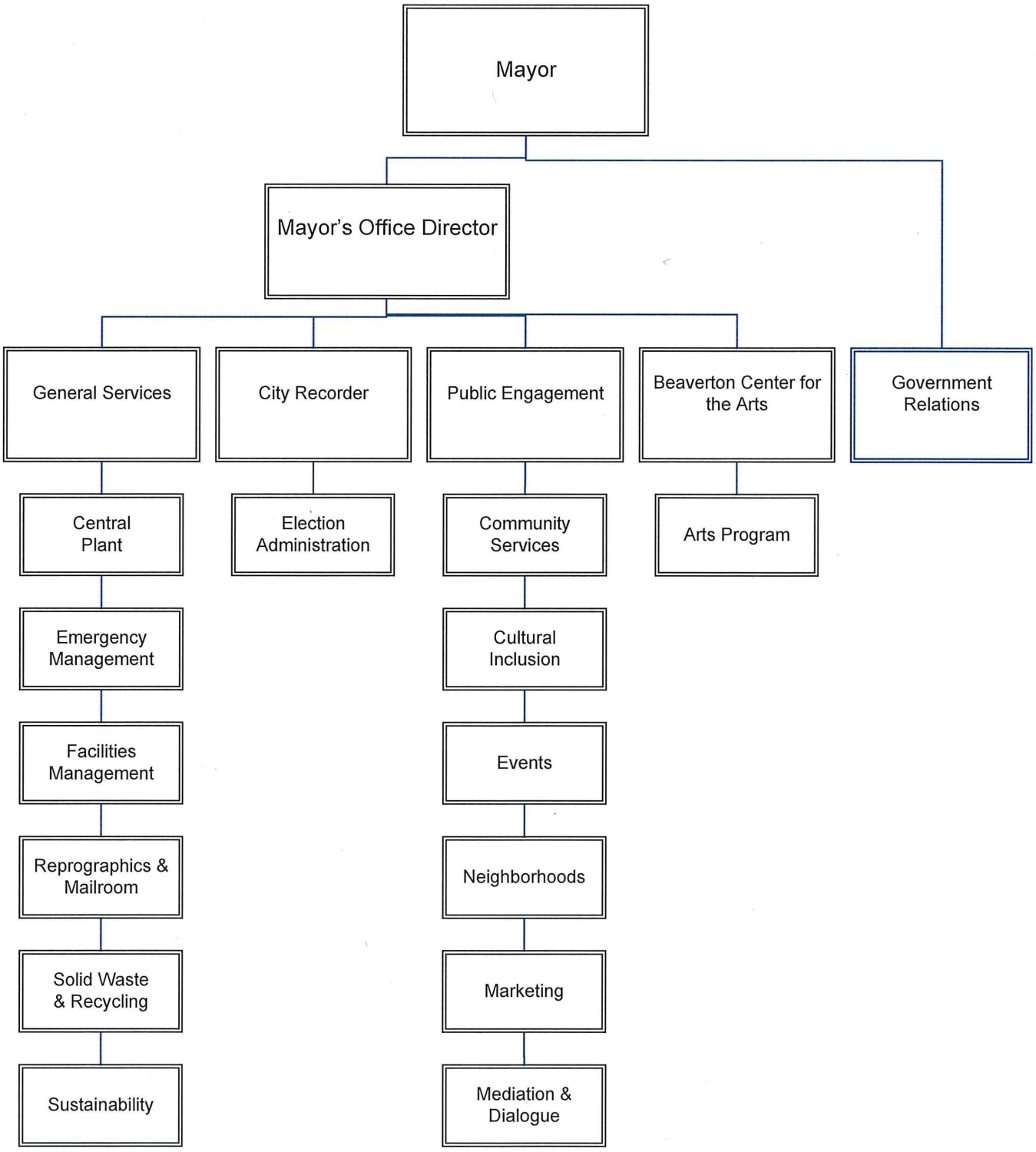
- Assist the Mayor in implementation of 2020 City Council priorities.
- Assist the Mayor in implementation of 2020 Department priorities.
- Support Departments in the day-to-day operations of the City.
- Support Departments in public engagement efforts for major city projects and programs.
- Oversee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

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

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

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

FUND: 001 GENERAL	**DEPARTMENT:** MAYOR'S OFFICE
PROGRAM: 0522 MAYOR'S OFFICE PROGRAMS ADMIN	**DEPARTMENT HEAD:** ABIGAIL ELDER



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

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

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

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

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

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

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

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

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

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

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

CITY-OWNED BUILDING INVENTORY

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

CITY-LEASED BUILDINGS/ PROPERTY INVENTORY

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

FY 2020-21 Action Plan:

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

FY 2021-22 Action Plan:

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

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

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

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

FY 2019-20 PROPOSED, BUDGETED & COMPLETED

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

FY 2020-21 PROPOSED

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:
- Intranet Redesign and Upgrade on new SharePoint Platform – in progress (multi-year project)
- Rebuilding various public applications in our government public cloud – in progress (multi-year project)
- Language compatibility on websites and databases/Designing for Translation – in progress
- HR JAQ Application – in progress
- HR Certificates / Licenses Application – in progress
- Rebates applications and CIP project – completed
- Web, database and security infrastructure upgrade - completed
- Database and web application migration - completed
- Building in Beaverton site upgrade - completed
- Summer Reading application for Library - completed
- Emergency Management Intranet site – completed
- Boards and Commissions sites - completed
- Center for Mediation and Dialog training applications - completed
- Street of Trees and Tree Guide website – foundation completed - ongoing
- Fixing application vulnerability reported by McAfee TrustedSite - ongoing
- Social Media maintenance and support - ongoing

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

- Quality Control / Analytics / Siteimprove / ADA compliance - ongoing

FY 2020-21 Action Plan:

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

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

Performance Outcomes and Program Trends:

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

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

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

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

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

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

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

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

Program Objectives Link to the Beaverton Community Vision Action Plan:

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

Progress on FY 2019-20 Action Plan:

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

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

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

FY 2020-21 Action Plan:

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

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	2.00	3.00	3.00	3.00
PERSONNEL SERVICES	$188,355	$188,928	$278,684	$365,814	$365,814
MATERIALS & SERVICES	197,644	204,154	218,311	194,548	194,548
CAPITAL OUTLAY					
TRANSFERS	117,919	120,665	136,518	141,689	141,689
TOTAL	**$503,918**	**$513,747**	**$633,513**	**$702,051**	**$702,051**

Program Objectives (services provided):

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

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

Community Events in 2019:

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

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

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

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

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

FY 2020-21 Action Plan:
The following events will be presented in FY '20-21:

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.00	2.00	2.00	2.00	2.00
PERSONNEL SERVICES	$93,886	$172,066	$189,873	$210,371	$210,371
MATERIALS & SERVICES	655,939	658,688	751,235	732,452	732,452
CAPITAL OUTLAY					
TRANSFERS	1,158	1,908	1,101	2,323	2,323
TOTAL	**$750,983**	**$832,662**	**$942,209**	**$945,146**	**$945,146**

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

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

Program Objectives Link to Beaverton Community Vision Plan:

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

Progress on FY 2019-20 Action Plan:

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

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

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

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

FY 2020-21 Action Plan:

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

Performance Measures:

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

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

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	3.00
PERSONNEL SERVICES	$329,494	$345,066	$355,079	$366,102	$366,102
MATERIALS & SERVICES	73,182	60,105	131,060	87,155	87,155
CAPITAL OUTLAY					
TRANSFERS	19,348	16,029	17,615	18,582	18,582
TOTAL	**$422,024**	**$421,200**	**$503,754**	**$471,839**	**$471,839**

Program Objective (services provided):

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

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

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

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.00	4.00	3.00	3.00	3.00
PERSONNEL SERVICES	$382,632	$417,991	$382,899	$327,320	$327,320
MATERIALS & SERVICES	134,757	150,910	136,887	122,963	122,963
CAPITAL OUTLAY					
TRANSFERS	141,233	148,750	132,115	139,367	139,367
TOTAL	**$658,622**	**$717,651**	**$651,901**	**$589,650**	**$589,650**

Program Objectives (services provided):

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

Program Objectives link to the Community Vision:

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

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

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

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

Progress on 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	3.00
PERSONNEL SERVICES	$385,944	$406,720	$434,734	$461,137	$461,137
MATERIALS & SERVICES	81,011	161,557	285,141	101,157	101,157
CAPITAL OUTLAY	0	0	22,051	0	0
TRANSFERS	29,580	31,153	31,211	31,679	31,679
TOTAL	**$496,535**	**$599,430**	**$773,137**	**$593,973**	**$593,973**

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

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

Progress on FY 2019-20 Action Plan:

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

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

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

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

FY 2020-21 Action Plan:

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.63	3.63	3.63	3.63	3.63
PERSONNEL SERVICES	$367,893	$387,256	$432,465	$450,607	$450,607
MATERIALS & SERVICES	28,471	21,257	31,060	35,879	35,879
CAPITAL OUTLAY					
TRANSFERS	5,298	5,751	4,404	8,130	8,130
TOTAL	**$401,662**	**$414,264**	**$467,929**	**$494,616**	**$494,616**

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

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

Programs:

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

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

Services:

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

Program Objectives link to the Community Vision:
The Center for Mediation and Dialogue supports the Beaverton Community Vision goals "Provide High Quality Public Services" and "Enhance Livability", along with these action items:

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

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020- 2021 Action Plan:

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

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

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

Performance Measures:

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

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

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

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

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

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

- **COMMUNITY TARGET:** 100% reduction of greenhouse gas emissions by 2050 (from 2013 baseline year), which is an average of 3% annually.

- **CITY OPERATIONS TARGET:** 50% fossil fuel reduction from 2009 baseline and carbon neutral by 2030.

- **KEY STRATEGIES:**
  - Prepare for climate impacts in the community and on city services and operations, including increased population due to climate migration and displacement
  - Ensure that equity is prioritized to address the needs of low-income populations and people of color
  - Educate city staff, volunteers and community about local climate impacts and mitigation and adaptation efforts
  - Support regional, state, national and international climate policy and actions, including placing a price on carbon.

The Sustainability Program supports the Beaverton Community Vision in the following areas:
- Vision Action Item #75: Develop a community sustainability plan with partners
- Vision Action Item #77 Adopt a tree preservation and education plan
- Vision Action Item #80: Expand the use of alternative energy sources.

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

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

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

FY 2020-21 Action Plan:

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

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

*Measured for calendar year not fiscal year.

CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:
To further Vision goals to Build Community, Public Services and Enhance Livability in our service area:

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

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

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

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

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	3.00
PERSONNEL SERVICES	$330,838	$342,216	$402,992	$430,136	$430,136
MATERIALS & SERVICES	102,061	110,174	126,780	166,944	166,944
CAPITAL OUTLAY					
TRANSFERS	115,774	121,605	138,170	141,109	141,109
TOTAL	**$548,673**	**$573,995**	**$667,942**	**$738,189**	**$738,189**

Program Objective (services provided):

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan Highlights

Neighborhoods

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

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

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

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

Boards and Commissions

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

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

Public Engagement Consultation

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

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

FY 2020-21 Action Plan Priorities
The Neighborhood Program will continue to partner with departments within the city to help ensure that community members have clear, accurate, and timely information about city services, events, plans, and decision-making practices they need. In addition, the Neighborhood Program will develop and improve opportunities for community involvement and engagement. The Program will also work to implement the City's Vision Targets, Diversity, Equity and Inclusion Plan and the Climate Action Plan

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

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

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

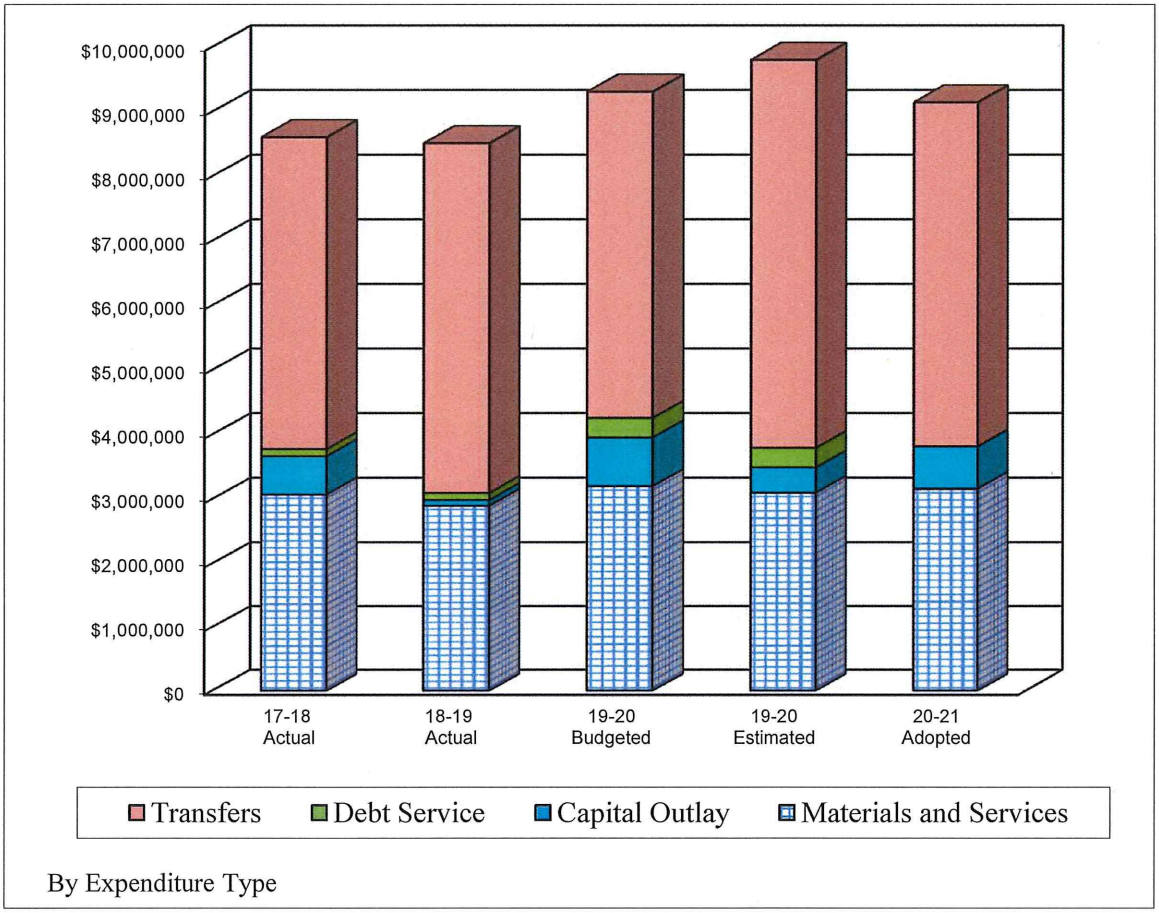
Performance Measures:

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

NON-DEPARTMENTAL

- Non-Departmental – General City-wide Operational Costs
- Beaverton Central Plant
- Beaverton Building Management
- Griffith Building Operations

GENERAL FUND
NON-DEPARTMENTAL
ADOPTED FY 2020-21



By Expenditure Type

FUND:	DEPARTMENT:
001 GENERAL	NON-DEPARTMENTAL
	DEPARTMENT HEAD: PATRICK O'CLAIRE

MISSION STATEMENT:

To provide a cost center for citywide expenditures including general memberships, central telephone and janitorial services, utilities expense and the General Fund's share of allocated expenses for internal services and financial emergencies and provide program accounting for the Beaverton Central Plant's operations. To provide for the management of The Beaverton Round Executive Suites and other privately leased space at The Beaverton Building as well as similar leases at other facilities.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	$3,070,372	$2,893,464	$3,198,724	$3,156,784	$3,156,784
CAPITAL OUTLAY	595,865	92,058	755,430	656,400	656,400
DEBT SERVICE	106,692	106,692	301,692	0	0
TRANSFERS	4,829,353	5,417,071	5,050,272	5,327,231	5,327,231
CONTINGENCY	0	0	7,357,994	8,117,950	7,645,824
TOTAL	**$8,602,282**	**$8,509,285**	**$16,664,112**	**$17,258,365**	**$16,786,239**

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

FUND: 001 GENERAL	**DEPARTMENT:** NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL	**DEPARTMENT HEAD:** PATRICK O'CLAIRE

Program Goal:
To provide a cost center for citywide expenditures including general city-wide memberships, central telephone services, community center building maintenance, facility master planning expenses and the General Fund's share of allocated expenses for internal services. To maintain an operating contingency sufficient to finance economic and financial emergencies, generally equal to 16% of expenditures. Contingency amount is the excess of revenue and resources over expenditure requirements. Refer to the Statement of Financial Policies for the purpose and use of contingency account.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	$608,143	$464,774	$520,826	$379,290	$379,290
CAPITAL OUTLAY	26,469	25,118	35,500	31,200	31,200
DEBT SERVICE					
TRANSFERS	4,829,353	5,417,071	5,050,272	5,327,231	5,327,231
CONTINGENCY	0	0	7,357,994	8,117,950	7,645,824
TOTAL	**$5,463,965**	**$5,906,963**	**$12,964,592**	**$13,855,671**	**$13,383,545**

Program Objective (services provided):
The amount budgeted as Materials & Services represents citywide membership fees, telephone, janitorial and utilities expenses.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Adopted
General Fund Contingency	$14,217,545	$14,417,183	$8,503,111	$8,939,498
General Fund Contingency as a Percent of General Fund Budgeted Expenditures, target is 16%	22.053%	21.220%	9.764%	10.042%
Non-Departmental Expenditures Per Capita (Less Contingency)	$89.08	$87.72	$94.71	$91.63
Non-Departmental Expenditures as Percent of City's Total Budget (less contingencies and capital projects)	6.053%	5.047%	3.818%	2.724%

Performance Outcome:
The City's new Fund Balance/Contingency Policy requires maintaining an undesignated contingency amount of at least 17% and provides the City with resources equal to 2 months of the General Fund's operations when measured the at the end of the fiscal year. At the time of budget review and adoption, the target figure is 11% as the final fund balance is only an estimate. This doesn't include the amount reserved from the utility privilege taxes imposed in 2015.

FUND: 001 GENERAL	**DEPARTMENT:** NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL	**DEPARTMENT HEAD:** PATRICK O'CLAIRE

Progress on FY 2019–20 Action Plan:
No specific actions were initiated by this program in FY 2019-20.

Other city buildings' costs are accounted for in other programs or funds:

- The Beaverton Building – in Program 0007 in the General Fund
- Griffith Park Building – in Program 0008 in the General Fund
- The Operations Complex - in the Public Works Administration Fund
- The Main and Branch Libraries - in the Library Fund

FY 2020-21 Action Plan:
Proposed projects include:

- Account Number 386 Community Center - replace HVAC Units.
- Begin facility master planning
- Continue compliance reporting requirements of new accounting standards for the disclosure of property tax rebates from the Government Standards and Accounting Board (GASB 77)

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	$517,789	$559,889	$617,000	$637,000	$637,000
CAPITAL OUTLAY	54,950	25,321	681,550	625,200	625,200
DEBT SERVICE	106,692	106,692	301,692	0	0
TRANSFERS					
TOTAL	**$679,431**	**$691,902**	**$1,600,242**	**$1,262,200**	**$1,262,200**

Program Objective (services provided):

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

Core Process #1: Manage the Central Plant.
Outcome: to provide efficient Central Plant heating and cooling services to all possible customers
Measured by: the number of customers, the square footage served and connected to the Plant's heating and cooling services, and the cost of those services
Key Indicators: the cost per square foot to provide service to the Plant customers

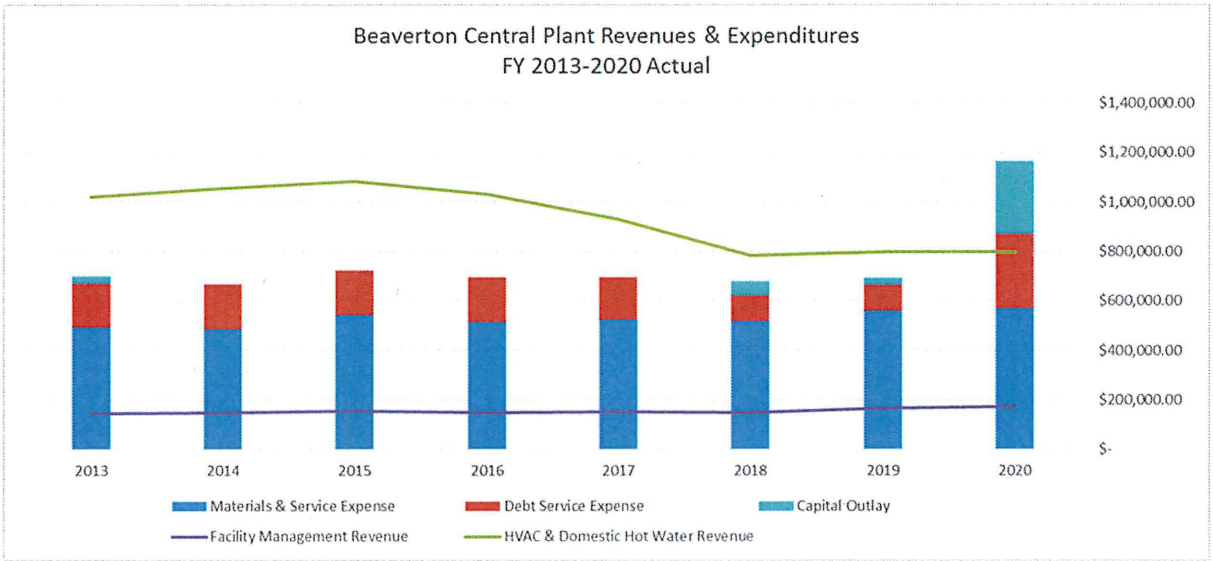
Progress on FY 2019-20 Action Plan:
- Maintained efficiency levels and condition of the Plant equipment and materials.
- Support ongoing tenant needs
- Started construction with The Hartman Co to add the Patricia Reser Center for the Arts and the Creekside Parking Garage to the plant's services
- Promoted efficient services and energy reduction consistent with the City's Sustainability Goals
- Continued to update & program electronic management system to optimize resource efficiency.

FY 2020-21 Action Plan:
- Maintain efficiency levels and condition of the Plant equipment and materials
- Support ongoing tenant needs
- Leverage the Hartman Co to support future expansion analysis and incentivize connection to the Plant's services
- Promote efficient services and energy reduction consistent with the City's Sustainability Goals
- Continue programming improvements and operational upgrades for energy management system optimization
- Complete construction on plant connection to the new Patricia Reser Center for the Arts & Creekside parking garage.

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

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

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



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

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	$1,410,663	$1,365,503	$1,425,448	$1,497,492	$1,497,492
CAPITAL OUTLAY	514,446	41,619	38,380	0	0
DEBT SERVICE					
TRANSFERS					
TOTAL	**$1,925,109**	**$1,407,122**	**$1,463,828**	**$1,497,492**	**$1,497,492**

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

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

Progress on FY 2019-20 Action Plan:
- Continued to coordinate moves on the 4th floor with CDD growth, relocation of the Art program and other space utilization efforts, some created by the flood
- Planned and implemented security improvements on the second floor
- Developed a furnishings standard to update public, conference, and workstation spaces, with the installation of marker boards and updated furniture in some conference rooms
- Sought out noise reduction acoustical equipment/studies with a pilot project on the fourth floor
- Studies possible enhancements to the front entrance to the building but delayed implementation due to budget constraints

FY 2020-21 Action Plan:
- Continue to coordinate moves on fourth floor as departments fill vacancies, create new positions and mitigate effects of staff displaced by water damage in October 2019
- Research and install water intrusion/increased water flow equipment/valves
- Develop a furnishings standard to update public, conference, and workstation spaces

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

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

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

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:
- Expanded the Municipal Court staff area at the south end of the building to alleviate staff crowding. Other aspects of expansion will take place after Police and Emergency Management move to the new Public Safety Center in spring 2020.
- Continued security enhancements including, security cameras, access card readers, and metal detector
- Began discussions on future use of the building; these discussions will be folded into the Facility Master Plan which began in the fourth quarter of FY20 and will continue into the next year.

FY 2020-21 Action Plan:
- Expand the Municipal Court function within workable footprint of Griffith
- Address various ADA concerns with restrooms and transaction counters
- Determine long term use of entire facility and flood plain considerations within the Facility Master Plan effort
- Update life/Safety equipment, alarm panels, sprinkler systems, at end of life currently

Performance Measures

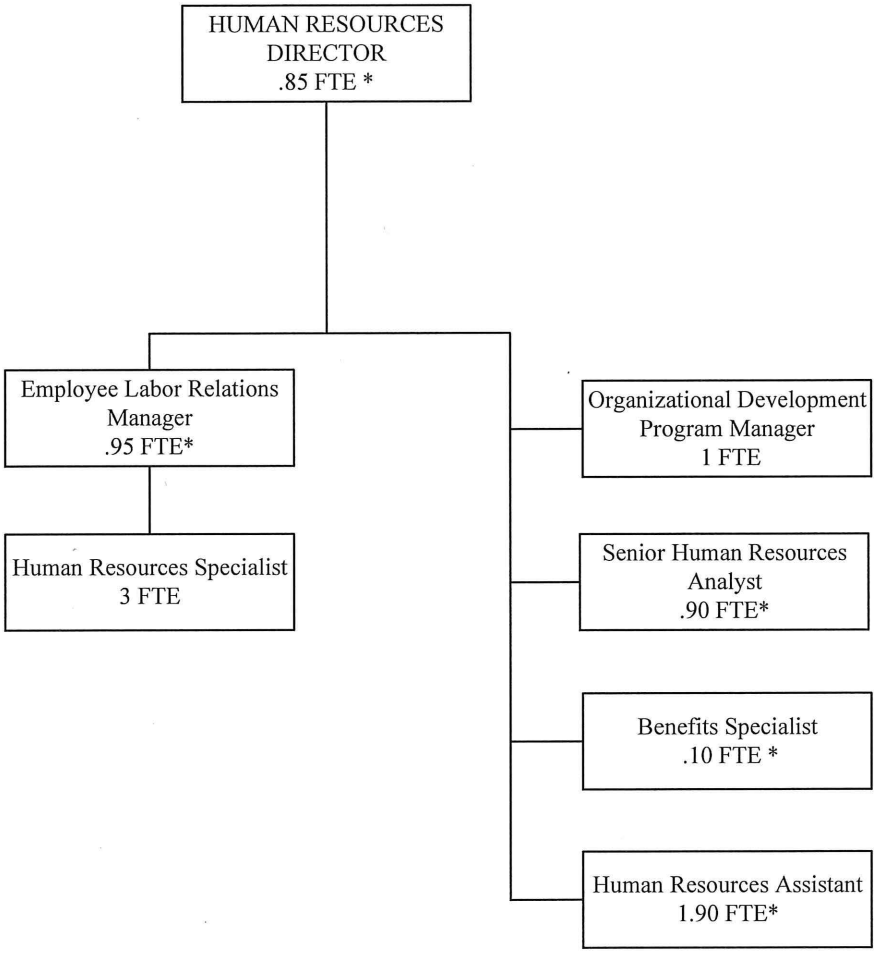
The specific objectives and performance measures for this program are established in the Property and Facilities Division program in the Mayor's Office for measures related to the Griffith Building.

HUMAN RESOURCES

- Management & Employee Services
- Organizational Development

Human Resources Department

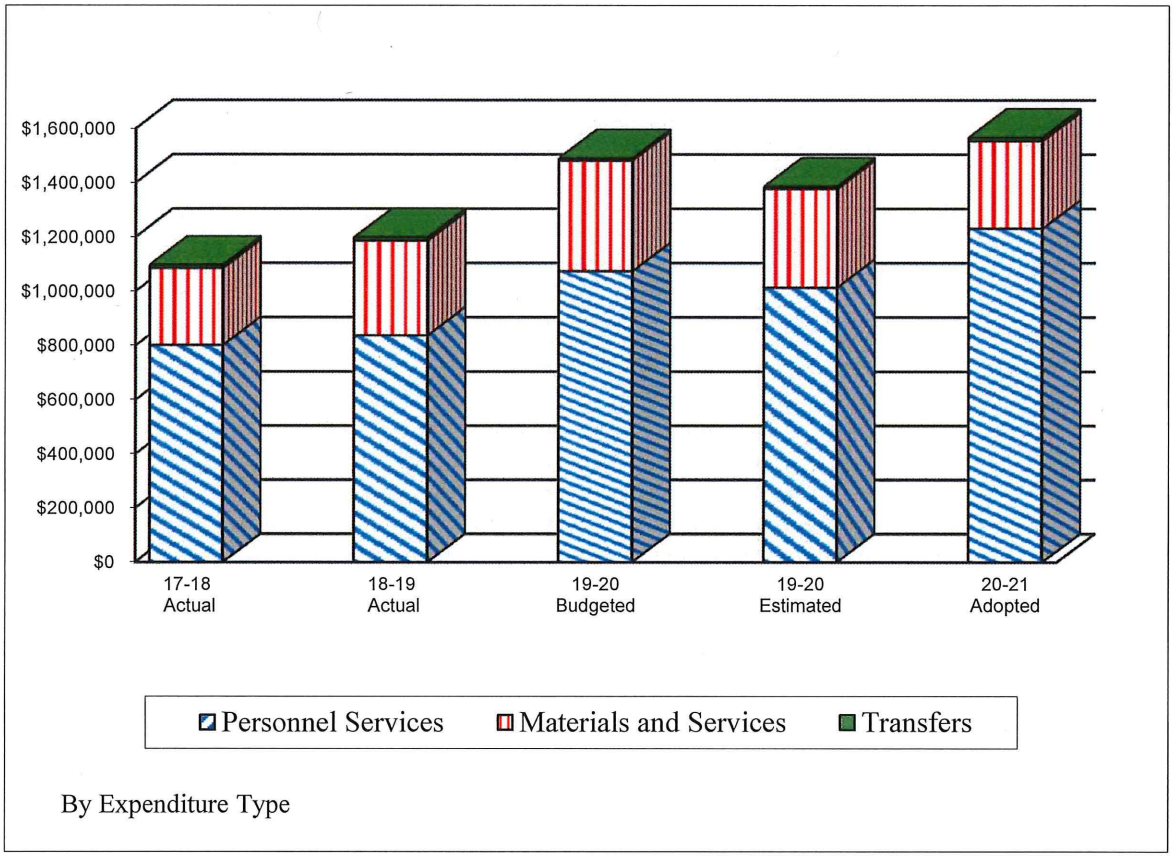
FY 2020-21 BUDGETED POSITIONS



* *Partially funded in Insurance Agency Fund*

GENERAL FUND

HUMAN RESOURCES DEPARTMENT
ADOPTED FY 2020-21



By Expenditure Type

FUND: 001 GENERAL	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Program Goal
To develop, implement and coordinate human resource programs and services to optimize the ability of departments to attract and retain qualified employees while ensuring compliance with all applicable laws, rules and regulations. Human Resource Management and Employee Services include employee and labor relations, staffing, Equal Employment Opportunity (EEO), compensation, administration of leave laws, ADA accommodation, benefits administration, and employee training.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.15	5.15	5.49	5.85	5.85
PERSONNEL SERVICES	$571,278	$612,506	$796,844	$841,046	$841,046
MATERIALS & SERVICES	183,203	238,263	264,719	178,957	178,957
CAPITAL OUTLAY					
TRANSFERS	9,173	9,708	7,156	9,872	9,872
TOTAL	**$763,654**	**$860,477**	**$1,068,719**	**$1,029,875**	**$1,029,875**

Program Objective
To provide professional and technical expertise and guidance on employee relations matters, labor contract administration, grievance processes, investigations and resolution of employee complaints, and interpretation and administration of federal, state, and local laws as well as city personnel policies and procedures.

To guide and coach hiring managers through the recruitment, selection, and onboarding processes to attract diverse, qualified applicants using methods that are legally compliant and follow best practices. Partnering with community-based organizations such as Portland Community College Future Connect, INCIGHT, Regional Public Works organizations, hosted City of Beaverton Public Works Job Fair, and attended college and diversity focused job fairs. These activities support 2019 Council priorities: *Recruit and retain a diverse group of police officers; Look at the city's retention and compensation policies; and Offer Internships, workforce training, and other opportunities for people to enter the city workforce,* as well as Community Vision: *Foster and promote a common sense of community identity through increasing city workforce diversity*, and DEI CP1.1 through 1.4 and 1.6 on *Reflective workforce*, PE2.2 and 2.3 on *Outreach and Engagement*, and PS1.1 and 1.2 on *Reflective Police force.*

To develop, maintain and administer a total rewards strategy inclusive of compensation, benefits, work-life balance, performance and recognition, and professional development and career advancement opportunities to attract, motivate, reward and retain a workforce that is focused on producing the highest quality results. Moving forward, these activities support Council priorities: *Look at the city's retention and compensation policies; and offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs, and Promote and facilitate healthy lifestyles through hosting health and wellness fairs, training and activity.*

To lead the city in labor negotiations with the Beaverton Police Association (BPA) and Service Employees International Union (SEIU) and successfully bargain contracts agreeable to management and labor.

To assess organization development and training needs, offer consultation and recommendations, and engage with departments, work groups, and individuals in implementing appropriate strategies and improvements to support a thriving environment and continuous improvement of organizational performance. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs*, and DEI CP1.4, CP3.2 and 3.3, as well as PS2.1 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training.

FUND: 001 GENERAL	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

To conduct employee benefit transactions and maintain personnel records in compliance with applicable laws, rules, regulations and labor contracts and ensure accurate and information is readily available to management and employees.

To develop and maintain classification specifications reflective of the needs of the organization and a correlating salary structure that enables the city to be fiscally responsible and competitive for talent in the marketplace. These activities support Council priority: *Look at the city's retention and compensation policies.*

To assist in developing and administering city policies, performance management and competency processes, and programs that encourage employee engagement to support the organization in achieving its business objectives. Provide coaching and assistance to all employees in order to ensure a work environment which is both respectful and highly productive. These activities support Council priority: *Look at the city's retention and compensation policies* as well as DEI CP1.4, CP3.1 through 3.3, and PS2.1 through 2.2 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training, and promotion of bilingual pay.

To partner with Information Systems to streamline procedures and continue developing and refining systems to enhance the efficiency and productivity of Human Resources and employee functions.

To partner with the City Attorney's office in leading the organization in its efforts to meet its obligations under Title II of the Americans with Disabilities Act (ADA). These activities support the Community Vision: *Make Beaverton pedestrian and bicycle friendly, through installation or improvement of crosswalks citywide.*

To lower barriers to employment, Human Resources offers eligible employees access to TriMet passes. This activity supports the Community Vision: *Enhance regional and local transit options through promotion of transit discounts to seniors, students and employees.*

Progress On Fiscal Year 2019-20 Action Plan

- Partner with INCIGHT to host a Career Fair/Live Resume event at the City of Beaverton. INCIGHT provides resources to help people with disabilities realize their potential and seek employment. *Human Resources hosted a Career Fair with INCIGHT at the City of Beaverton on July 30, 2019. The turnout was in the hundreds.*
- Partner with Cultural Inclusion and Mayor's office to attract members of underutilized job groups to achieve broad outreach and recruiting efforts. *The group helped with job posting outreach to diverse groups of people. Human Resources also received samples of diversity and inclusion questions to utilize in interviews and worked closely with the Diversity Advisory Board and the Human Rights Advisory Commission in the recruitments for the Public Works Director and the Police Chief.*
- Host a "Dress for Success" event for locals. *Due to staffing resources, Human Resources was unable to host a "Dress for Success" event this fiscal year.*
- Implement a new onboarding system to help streamline the new hire process and provide the new hire an introduction to the city, through the NeoGov system. *Human Resources chose to delay the implementation of the Onboard module of NeoGov, as it was announced in October of 2018 that NeoGov has purchased the vendor who supplies our Human Resources system, High Line. Human Resources wishes to wait and evaluate what that merger will produce before moving forward.*
- Partner with the Marketing division to reach more diverse applicants through social media. *To reach applicants through social media, Human Resources launched the City of Beaverton LinkedIn account and Facebook Jobs Section. There were 83 applicants in 2019 who indicated that they found the job posting via social media.*
- Complete the pay equity analysis and make corrections as found to be needed. *Completed the analysis of classifications using a third-party purchased tool. Analysis of both new or updated classifications, such as the Support Specialist levelling project, as well as an audit on an employee level, need to continue and processes created.*

Additional progress made

- Worked with the City Attorney's Office to revise the background check ordinance in order to reduce barriers for city employment. Implemented an electronic Criminal History Check for non-CJIS positions.
- Developed and implemented executive and personal leave procedures for employees
- Developed and implemented a performance review process for all employees, including employees who report to Council.
- Worked with consultant to review Mayor's compensation and report results to Council.

FUND: 001 GENERAL	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Recruitment and Retention Performance Measures	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
% of employees retained at the end of probation	91%	90%	90% / 90%	90%
% improvement in workforce diversity (ethnicity and gender identity), year over year (actual %)	1.4% (13.8%)	1.5% (15.3%)	1% / 1.5%	1%
% of voluntary, non-retirement turnover (actual #s)	4.9% (38)	3.7% (21)	<5% / 4.8%	<5%
% of employees separated from the workforce with less than 3-years tenure	2.4%	1.2%	<2% / 2.2%	<2%

Percentage of Candidates By Ethnicity

January 01, 2019 - December 31, 2019

Ethnicity	Applied	Eligible	Referred	Interviewed	Offered	Hired
White - not of Hispanic origin	4,251	292	291	194	91	91
Hispanic	914	76	76	53	16	15
Asian or Pacific Islander	574	30	30	21	5	5
Two or more races	507	27	26	22	6	6
Decline to state	402	25	25	12	4	4
Black - not of Hispanic origin	309	31	31	27	3	3
Not Answered	114	9	9	4	1	1
American Indian or Alaskan Native	46	1	1	1	0	0

Fiscal Year 2020-21 Action Plan

- Search for an Electronic Service Provider (ESP) that would encompass needs of various departments in order to streamline and enhance onboarding, payroll, HRIS and training processes.
- Re-evaluate the city's compensation policy and develop a class-comp strategy.
- Set up internal pay equity audit practice.
- Develop job descriptions from classification specifications.
- Review and change recruitment practices to remove barriers to employment and achieve appropriate benchmarks in outreach and activities prior to applicant placement, ensuring a DEI lens is woven throughout city policies and practices.
- Engage in more effective outreach activities to schools and community.
- Educate the workforce on issues that impact the community, such as mental health, prevention of sexual assault and domestic violence, and prevention of biases.
- Work with department heads to develop succession plans.

Performance Outcomes and Program Trends

The value of an organization's total rewards strategy is reflected in the number of qualified employees who continue with the organization long term. The target of 90% or greater of the workforce to remain three years or longer and continue to demonstrate their qualifications is a measure of achieving this objective.

The staffing function supports managers and supervisors in locating and recruiting candidates who are, or have the potential to be, the best in their field and aspire to live the Beaverton brand. Staff coordinates each stage of the recruitment process in consultation with the hiring manager. Staff informs and explains legal issues that may arise during hiring and maintains an open communication with applicants and managers throughout the process.

FUND: 001 GENERAL	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Of our recruitments to date in Fiscal Year 2019-2020, 60% of vacancies have been filled by hires new to the City of Beaverton; 2% of vacancies have been filled by rehiring previous employees; and 38% have been filled through internal promotions, of which 16% were existing temporary employees applying for and gaining regular positions.

The staffing team will continue its efforts to attract veteran, women and minority candidates through specific job fairs and targeted advertising, posting opportunities to 89 different sites. Through new initiatives, the team will change how the city finds and connects with diverse, qualified applicant pools to encourage more diversity within the work force to mirror the richness of diversity in the community. The staffing team looks forward to collaborating with the Internal Equity Team in identifying ways to enhance the city's diversity recruiting. As of February of 2020, 16.3% of our workforce identified as members of a minority group, and 14% of the new hires in the fiscal year identified as veterans.

The city continues to see significant retirements as shown in the statistics below, both anticipated retirements and those choosing to retire under Senate Bill 1049. Nineteen percent of the employee population of the City of Beaverton is comprised of baby boomers (born between 1946 and 1964) who are now approaching traditional retirement age; with the passage of Senate Bill 1049, 13.6% of the entire employee population is eligible to retire by December of 2020. In 2019-2020, there have been eleven retirements to date of which six were under Senate Bill 1049, with an additional five retirements anticipated by the end of the fiscal year.

As the city faces the pending loss of institutional memory and tacit knowledge, Human Resources will continue to collaborate with city leaders to capture tenured workers' knowledge as well as identify the new skills and abilities necessary to execute the vision and business strategy. Ongoing workforce analysis will continue to provide information to determine recruiting, retention, and succession planning priorities. The city must be able to identify, develop and sustain the workforce skills it needs to successfully accomplish goals.

The city continues to work with the unions (SEIU and BPA) to maintain good lines of communication and engage in creative problem solving. This is being accomplished through the Labor Management Committees – members of management and union employees meeting to discuss work processes and working conditions to identify and solve problems – and union leaders meeting with the Mayor, the Chief of Police, the Human Resources Director, and the Employee and Labor Relations Manager. A measure of success will be the identification and resolution of problems before they escalate to grievances. Evidence of the success of the goal will be collaborative resolutions of issues, and open lines of communication and feedback supported by well-planned meetings conducted during the year. Labor Management Committee meetings are scheduled quarterly in Public Works and at the Library. Creation of a Labor Management Committee in the Municipal Court is underway. Other union and city leadership meetings are monthly.

The previous collective bargaining agreements for both the SEIU and the BPA expired June 30, 2018. The city successfully negotiated a three-year successor contract with the SEIU that extends through June 30, 2021, and a four-year successor contract with the BPA that extends through June 30, 2022.

FUND: 001 GENERAL	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Program Goal
To assess city, department, and individual needs, develop and help implement corresponding organization development and training initiatives and solutions designed to enhance business performance and work group and staff effectiveness, as measured by service satisfaction amongst internal and external customers. To enhance employee effectiveness and engagement to increase the organization's ability to achieve City Council goals.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.60	1.60	1.73	2.85	2.85
PERSONNEL SERVICES	$231,279	$225,645	$277,809	$391,288	$391,288
MATERIALS & SERVICES	100,064	110,790	142,529	143,847	143,847
CAPITAL OUTLAY					
TRANSFERS	2,371	2,277	1,651	2,322	2,322
TOTAL	**$333,714**	**$338,712**	**$421,989**	**$537,457**	**$537,457**

Program Objective
To work collaboratively with departmental clients to support continuous improvements of structures, systems and processes that deliver desired service quality and efficiency to citizens.

To design and develop programs that enhance and improve employees' knowledge, skills and abilities to perform their jobs effectively and improve the work system of which their job is a part. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs*, and DEI CP1.4, CP3.2 and 3.3, as well as PS2.1 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training.

Progress on Fiscal Year 2019-20 Action Plan
- Implement a holistic approach to employee engagement throughout employment lifecycle. *Enhanced employee onboarding process to include regular feedback conversations during their probationary periods and throughout their first year of service. Implemented Stay Conversations as a proactive tool to identify and address issues that could drive employees away before they make the decision to leave.*
- Conduct second annual employee engagement survey to measure progress made since the baseline survey. *Conducted second annual engagement survey in September 2019. Overall engagement levels across the organization increased by eight percentage points. Human Resources continues to work with managers and supervisors on sustaining their action plans based on the survey results.*
- Research and implement a performance management system that meets the current goals of the organization. *Began piloting new performance assessment process with employees reporting to City Council, in January. As the process is evaluated and fine-tuned, Human Resources expects to be fully operating under the new system by fiscal year end.*
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities. *Sent five employees to external leadership development programs, with an additional three to four in the queue this fiscal year. Actively identifying candidates for advanced leadership programming opportunities next fiscal year.*
- Improve succession and replacement planning. *In progress. The combination of increasing employee engagement, implementing new performance assessment process, and building the bench with thoughtful decisions on which employees attend leadership development programming improved the city's position relating to succession and replacement planning. By fiscal year end, Human Resources expects at least 50% of departments to have a viable succession and replacement plan.*

FUND: 001 GENERAL	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Organizational Development Performance Measurements	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
% Increase in Engaged Employees	Baseline Set	2% / 8%	2%
% of Employees Trained in Performance Management System/Process	New for FY 19/20	100% / 100%	100%
% of Departments with Succession and Replacement Plans	New for FY 19/20	50% / 50%	100%
% of Supervisors/Leads Who Participated in Leadership Development Programming	New for FY 19/20	25% / 25%	25%

Fiscal Year 2020-21 Action Plan

- Enhance approach to employee engagement throughout employment lifecycle, by implementation and continuation of activities such as stay interviews, intervention strategies, and relevant wellness initiatives.
- Conduct third annual employee engagement survey to measure progress made year over year.
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities.
- Ensure all departments have a current succession and replacement plan.

Performance Outcomes and Program Trends

In Fiscal Year 2020-2021, employee engagement will remain at the center of Human Resources' strategy to ensure the city recruits, retains, and manages the talent needed as the city continues to grow and retirements of our longest-serving employees increase. Realizing significant gains on the Fiscal Year 2019-20 employee engagement survey, Human Resources will continue its efforts to engage employees through meaningful conversations and developmental opportunities. This effort will include another employee engagement survey as a means to compare progress year over year.

Human Resources aims to equip at least half of the city's eight departments with a succession/replacement plan by end of Fiscal Year 2019-20 and the remainder equipped with succession/replacement plans by the end of Fiscal Year 2020-21. Succession and replacement planning involve identifying potential leadership successors and ensuring they have the technical knowledge and the leadership ability to be successful. Training and organization development efforts will continue to focus on developing the leadership skills of current and future leaders in order to meet the stated succession and replacement planning goals. Human Resources will continue to offer employees several avenues for professional growth through live COBU workshops, computer skills courses, and hundreds of online developmental courses available on the CIS Learning Center.

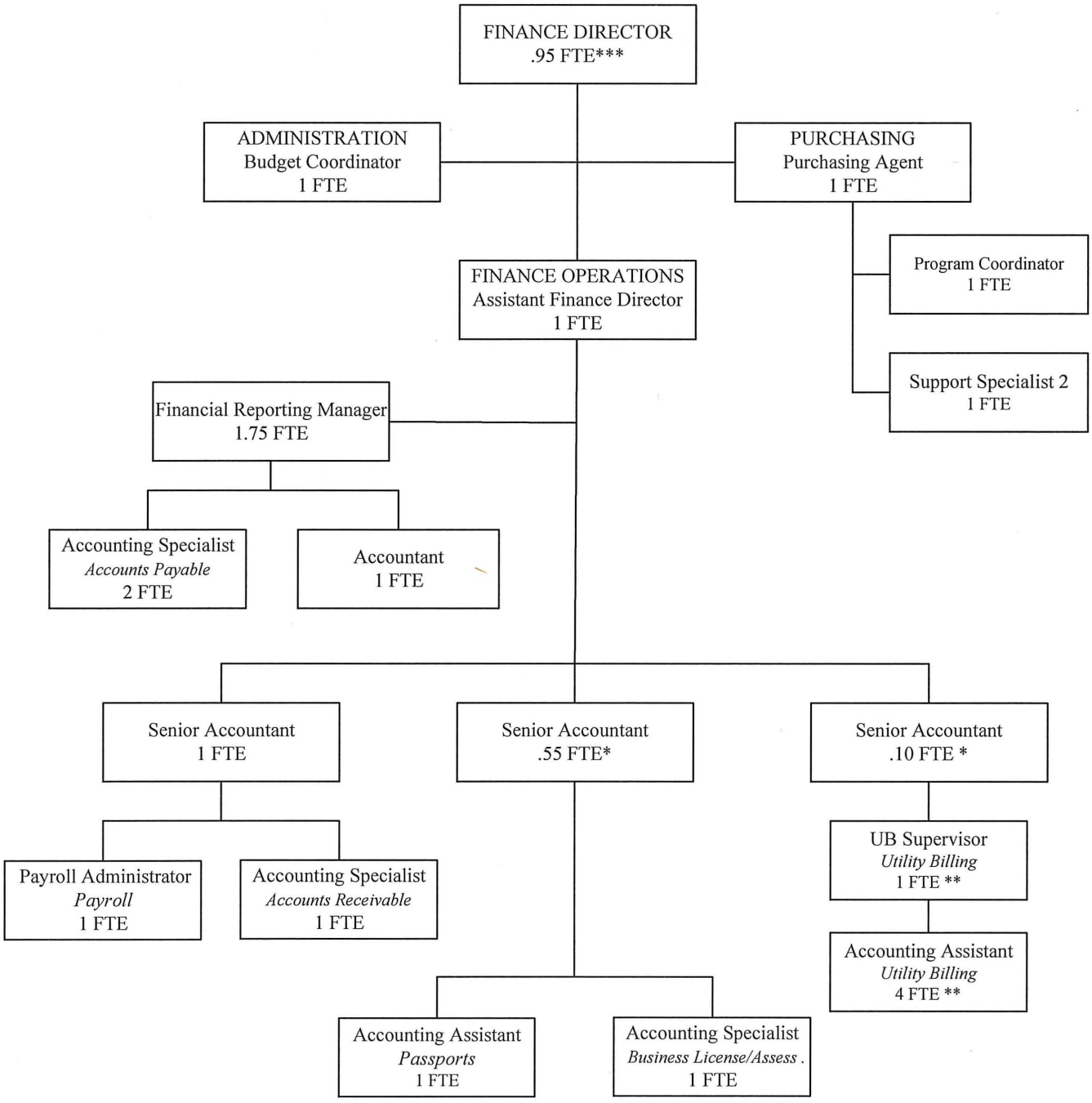
The city's tuition reimbursement program is another venue through which employees can seek to develop professionally. Tuition reimbursement opportunities are available through each of the labor contracts and to management employees for education and training that are relevant to an employee's career with the city. It continues to be a cost-effective way to encourage employees to increase their skills in classes that are taken on the employee's own time. Within this process, Human Resources asks the employee to provide a long-term development plan for their career at the city. For Fiscal Year 2018-19, ten employees requested tuition reimbursement, requesting 85% of the total budget, and to date for Fiscal Year 2019-20, twelve individuals have requested tuition reimbursement, reflecting 96% of the total budget request.

FINANCE

- Financial Administration
- Purchasing
- Finance Operations

Finance Department

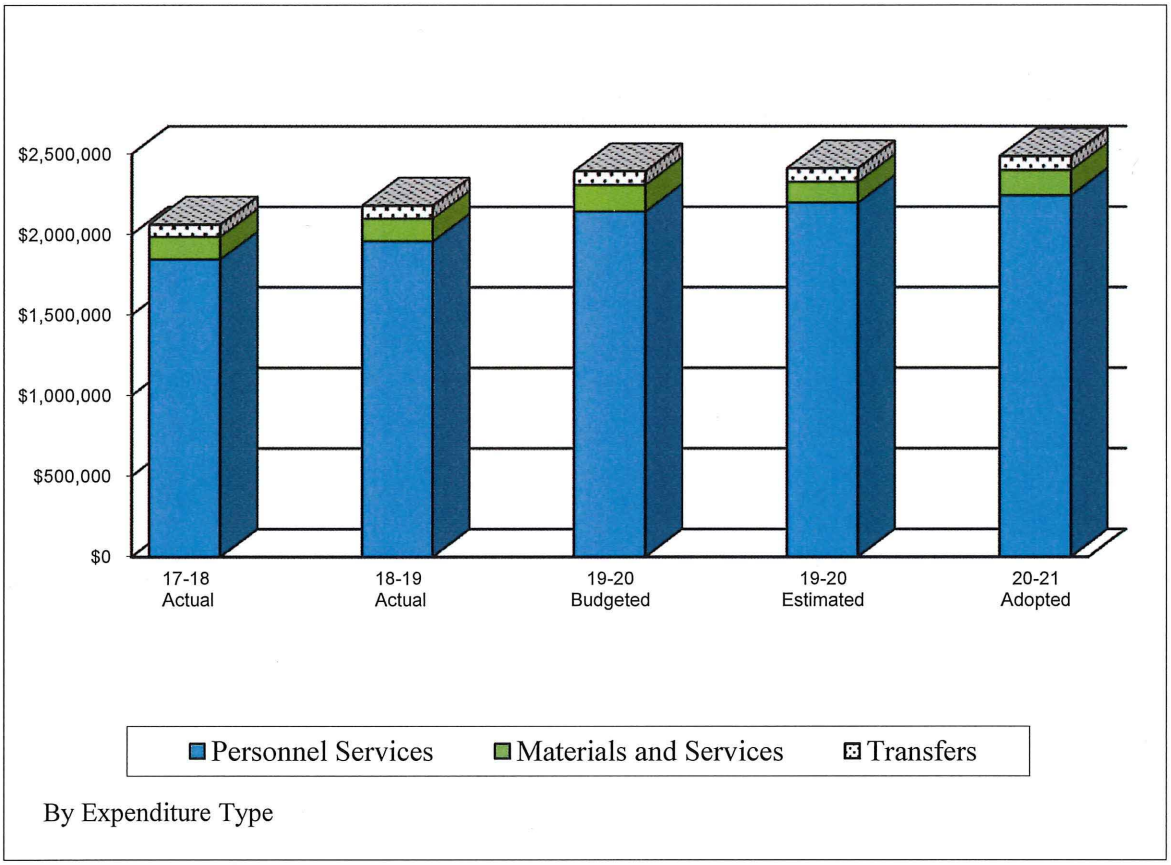
FY 2020-21 BUDGETED POSITIONS



* *Partially funded in Water/Sewer/Storm Drain Funds*
** *Funded in Water/Sewer/Storm Drain Funds*
*** *Partially funded in CDD's BURA Program Admin.*

GENERAL FUND

FINANCE DEPARTMENT
ADOPTED FY 2020-21



By Expenditure Type

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	**DEPARTMENT HEAD:** 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	16.35
PERSONNEL SERVICES	$1,845,895	$1,956,998	$2,142,375	$2,242,299	$2,242,299
MATERIALS & SERVICES	139,760	141,325	165,519	156,844	156,844
CAPITAL OUTLAY					
TRANSFERS	75,409	80,402	84,223	86,523	86,523
TOTAL	**$2,061,064**	**$2,178,725**	**$2,392,117**	**$2,485,666**	**$2,485,666**

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.

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	**DEPARTMENT HEAD:** 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)

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	**DEPARTMENT HEAD:** 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.

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	**DEPARTMENT HEAD:** PATRICK O'CLAIRE

Workload Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted**	**FY 2020-21 Adopted**
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 that 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.

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0542 PURCHASING	**PROGRAM MANAGER:** 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	3.00
PERSONNEL SERVICES	$186,623	$196,826	$268,786	$326,792	$326,792
MATERIALS & SERVICES	10,725	10,116	13,905	14,752	14,752
CAPITAL OUTLAY					
TRANSFERS	1,940	3,162	3,303	4,646	4,646
TOTAL	**$199,288**	**$210,104**	**$285,994**	**$346,190**	**$346,190**

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.

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0542 PURCHASING	**PROGRAM MANAGER:** 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.

Workload Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
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

VENDOR	**DESCRIPTION**	**AMOUNT**
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
OPSIS	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

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0542 PURCHASING	**PROGRAM MANAGER:** 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.

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	**PROGRAM MANAGER:** 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 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.85	12.25	11.60	11.40	11.40
PERSONNEL SERVICES	$1,317,197	$1,407,233	$1,491,697	$1,528,165	$1,528,165
MATERIALS & SERVICES	121,752	123,292	143,990	134,338	134,338
CAPITAL OUTLAY					
TRANSFERS	56,719	56,059	60,002	59,811	59,811
TOTAL	**$1,495,668**	**$1,586,584**	**$1,695,689**	**$1,722,314**	**$1,722,314**

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.

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	**PROGRAM MANAGER:** 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.

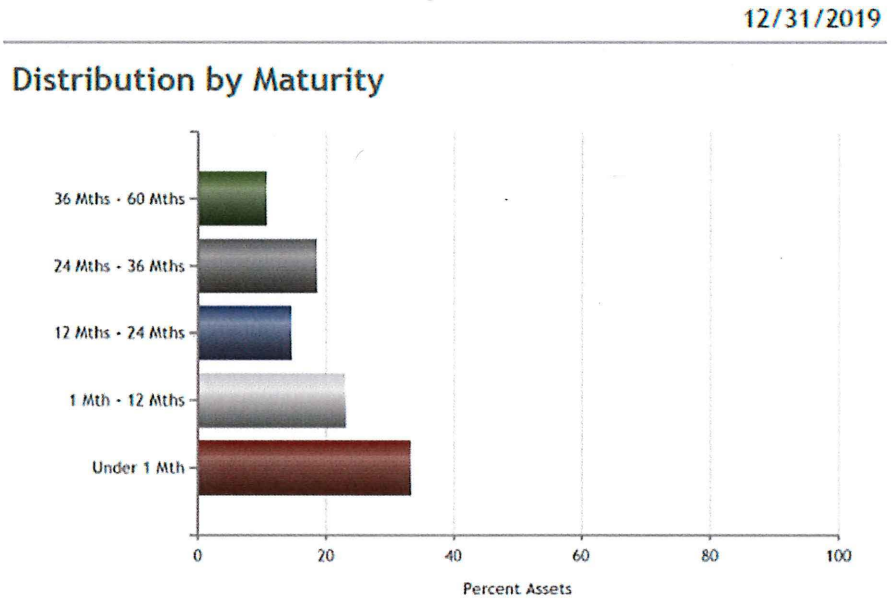
Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted**	**FY 2020-21 Adopted**
Receive Unqualified Audit Opinion, Certificate of Achievement for Excellence in Financial Reporting (CAFR) & Distinguished Budget Presentation Award	Received both awards	Received both awards	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

FUND: 001 GENERAL	**DEPARTMENT:** FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	**PROGRAM MANAGER:** 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



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.

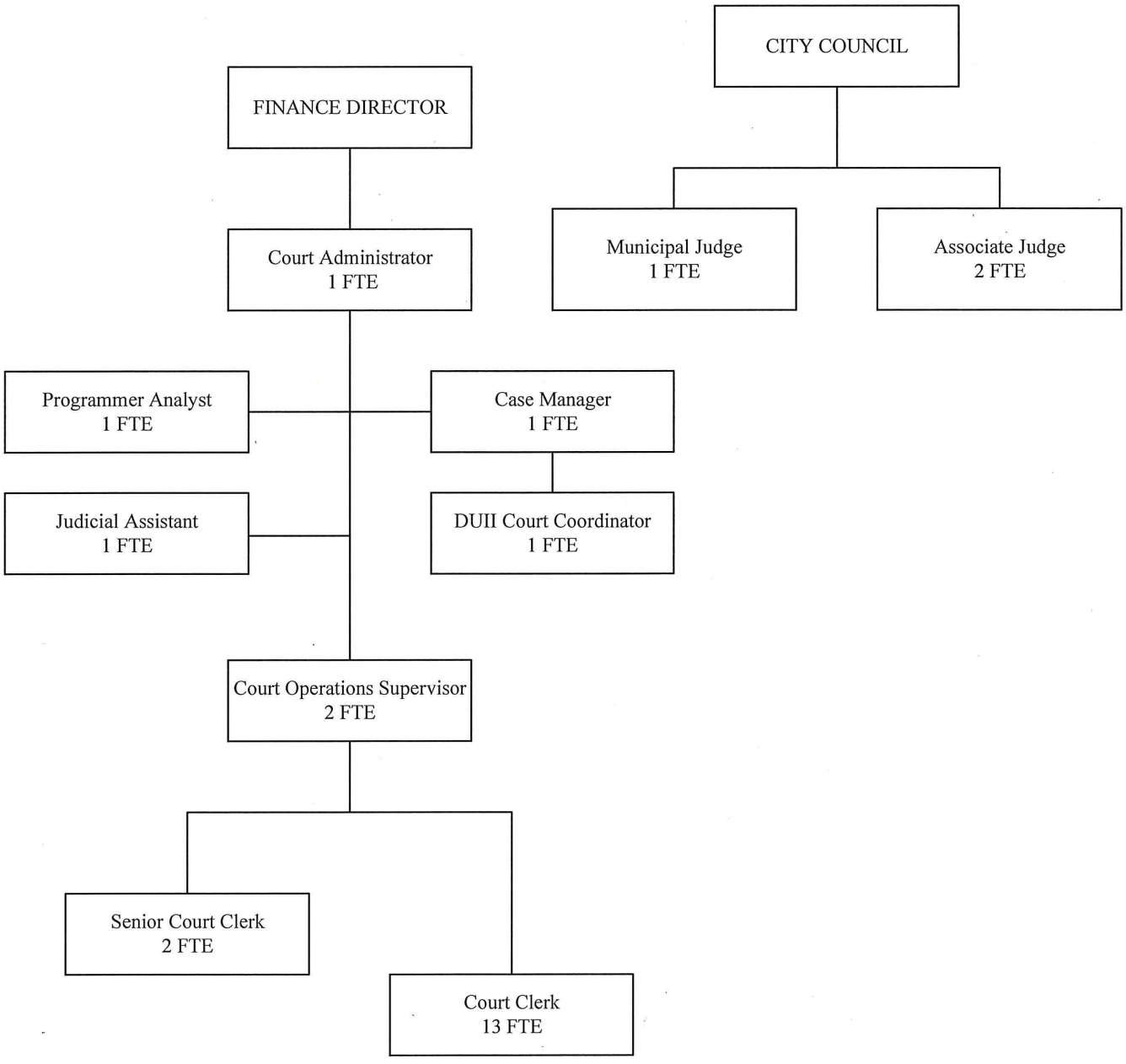
The Finance Department is recognized for its excellence in financial reporting and distinguished budget preparation and we will continue to submit the Comprehensive Annual Financial and Budget Reports to GFOA for these awards. We will continue to maintain the City's long-term financial stability by maximizing 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.

MUNICIPAL COURT

- Court Services
- Federal DUII Court ODOT Grant
- Federal Bureau of Justice Admin Grant

Municipal Court

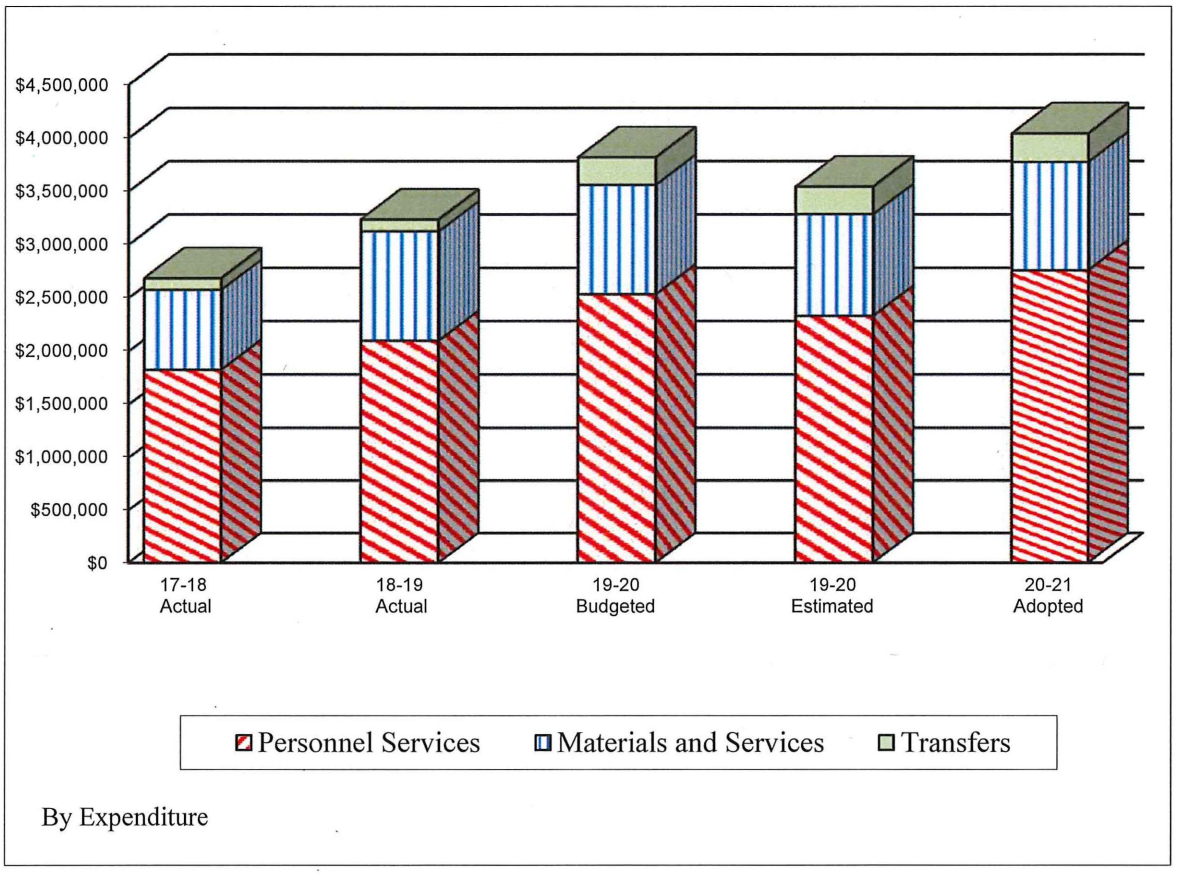
FY 2020-21 BUDGETED POSITIONS



GENERAL FUND

MUNICIPAL COURT

ADOPTED FY 2020-21



FUND:	DEPARTMENT:
001 GENERAL	MUNICIPAL COURT
	DEPARTMENT HEAD: 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	25.00
PERSONNEL SERVICES	$1,827,448	$2,099,786	$2,534,786	$2,759,455	$2,759,455
MATERIALS & SERVICES	749,214	1,024,980	1,027,083	1,016,237	1,016,237
CAPITAL OUTLAY	0	4,972	158,363	40,000	40,000
TRANSFERS	108,725	111,078	256,865	266,751	266,751
TOTAL	**$2,685,387**	**$3,240,816**	**$3,977,097**	**$4,082,443**	**$4,082,443**

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	$2,400,000
Parking Fines	26,385	84,839	85,000	85,000	85,000
Photo Radar Van Court Fines	794,613	310,631	600,000	600,000	600,000
Photo Red Light Court Fines	1,297,442	975,275	1,100,000	1,100,000	1,100,000
Photo Intersection Speed Court Fines	0	484,925	1,032,000	1,032,000	1,032,000
State Victims Assistance Revenue	35,216	35,216	35,216	35,442	35,442

SERVICES AND TRENDS:

Case Filing & Case Management System:

For nearly twenty years, the Beaverton Municipal Court (BMC) 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.

FUND:	DEPARTMENT:
001 GENERAL	MUNICIPAL COURT
	DEPARTMENT HEAD: 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 2nd, 4th and 5th 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 (CoB) 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.

FUND:	DEPARTMENT:
001 GENERAL	MUNICIPAL COURT
	DEPARTMENT HEAD: 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.

FUND:	DEPARTMENT:
001 GENERAL	MUNICIPAL COURT
	DEPARTMENT HEAD: 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.

FUND:	DEPARTMENT:
001 GENERAL	MUNICIPAL COURT
	DEPARTMENT HEAD: 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

FUND:	**DEPARTMENT:**
001 GENERAL	MUNICIPAL COURT
PROGRAM:	**PROGRAM MANAGER:**
0571 MUNICIPAL COURT SERVICES	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	23.00
PERSONNEL SERVICES	$1,719,821	$1,942,333	$2,337,731	$2,547,622	$2,547,622
MATERIALS & SERVICES	707,960	846,685	902,083	896,370	896,370
CAPITAL OUTLAY	0	4,972	158,363	40,000	40,000
TRANSFERS	107,712	110,082	256,865	266,751	266,751
TOTAL	**$2,535,493**	**$2,904,072**	**$3,655,042**	**$3,750,743**	**$3,750,743**

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
        - 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.

FUND: 001 GENERAL	**DEPARTMENT:** MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	**PROGRAM MANAGER:** NATHAN WOLFE

- 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.

Workload Measures:	**FY 2017-18 Actual**	**FY 2018 - 19 Actual**	**FY 2019 - 2020 Budget/Revised**	**FY 2020 - 2021 Proposed**
Cases Filed by Charge				
Traffic Violations	9,125	9,756	9,300	6,630
Photo Speed and Red Light	16,841	20,399	19,000	26,706
Other Violations (PCS & MIP)	21	11	12	12
Subtotal:	**25,987**	**30,166**	**28, 312 / 42,928**	**33,348**
Traffic Crimes	499	527	580 / 0	1,191
DUII	317	333	350 / 350	340
Other Misdemeanors	1,488	1,726	2,000 / 1,426	1,128
Subtotal:	**2,304**	**2,586**	**2,580 / 1,776**	**2,659**
Parking Citations	1,810	4,434	3,800 / 3,282	3,000
Code Enforcement	44	35	18 / 18	18
Subtotal:	**1,854**	**4,469**	**3,818 / 3,300**	**3,018**
Grand Total:	**30,145**	**37,221**	**29,655 / 48,004**	**44,718**
Criminal Hearings by Charge	8,633	9,971	10,000 / 10,792	10,800
Violation Hearings by Charge	7,896	10,038	10,000 / 31,220	28,000
Total	**16,529**	**20,009**	**20,000 / 42,012**	**38,800**

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

FUND: 001 GENERAL	**DEPARTMENT:** MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	**PROGRAM MANAGER:** NATHAN WOLFE

Workload Measures (continued):	**FY 2017-18 Actual**	**FY 2018 - 19 Actual**	**FY 2019 - 2020 Budget/Revised**	**FY 2020 - 2021 Proposed**
Trials Held Per FTE *	63	45	63 / 63	45
Other Hearings Held per FTE *	1,437	968	1,380 / 2,063	1,750
Cases Filed per FTE *	2,871	2,326	2,191 / 2,667	2,600
Warrants Issued per FTE *	113	79	90 / 22	40
Suspensions Issued per FTE *	702	264	Incomplete Data	5
Collection Letters Issued per FTE *	64	96	Incomplete Data	200
Cases sent to Collections per FTE *	70	113	Incomplete Data	200
Population Served per FTE *	9,238	6,062	6,128 / 5,459	4,987.5
* Full-time equivalent is based on 14 FTE	10.5	16	18	20
Population Served	96,565	97,000	98,050 / 98,255	99,750

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

FUND: 001 GENERAL	**DEPARTMENT:** MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	**PROGRAM MANAGER:** 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.
YES

all misdemeanors are adjudicated or otherwise concluded within 90 days from the day of arraignment
NO

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.
YES for Violation. **NO** for violation

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

FUND:	**DEPARTMENT:**
001 GENERAL	MUNICIPAL COURT
PROGRAM:	**PROGRAM MANAGER:**
0571 MUNICIPAL COURT SERVICES	NATHAN WOLFE

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.

FUND: 001 GENERAL	**DEPARTMENT:** MUNICIPAL COURT
PROGRAM: B-SOBR Program 0573 & 0576 **B**eaverton **S**obriety **O**pportunity for **B**eginning **R**ecovery	**PROGRAM MANAGER:** NATHAN WOLFE

Federal DUII 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	2.00
PERSONNEL SERVICES	$94,455	$65,091	$197,055	$211,833	$211,833
MATERIALS & SERVICES	485	8,712	0	0	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$94,940**	**$73,803**	**$197,055**	**$211,833**	**$211,833**

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
TOTAL	**$54,954**	**$261,666**	**$0**	**$0**	**$0**

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	$119,867
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$0**	**$1,275**	**$125,000**	**$119,867**	**$119,867**

FUND: 001 GENERAL	**DEPARTMENT:** MUNICIPAL COURT
PROGRAM: B-SOBR Program 0573 & 0576 **B**eaverton **S**obriety **O**pportunity for **B**eginning **R**ecovery	**PROGRAM MANAGER:** 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 (Secure Continuous Remote Alcohol Monitor) 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.

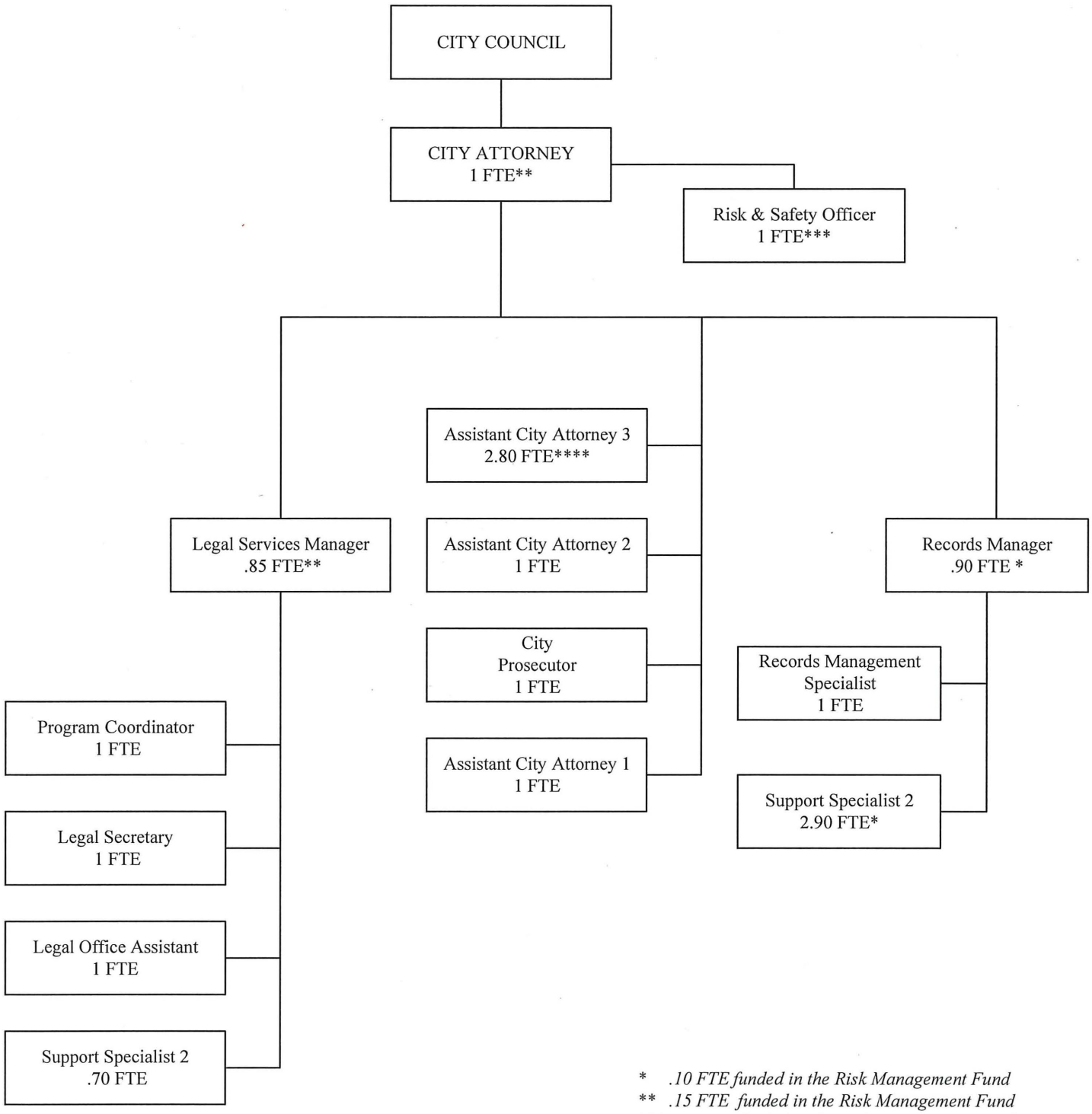
Since its' inception, 131 individuals have successfully completed the program. Thirty-one individuals have been removed from the program for other reasons. As of February 28, 2020, the program has a 5 year DUII recidivism rate of less than 11.50%. This is dramatically lower than the national average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

CITY ATTORNEY

- General Legal Services
- Records Management

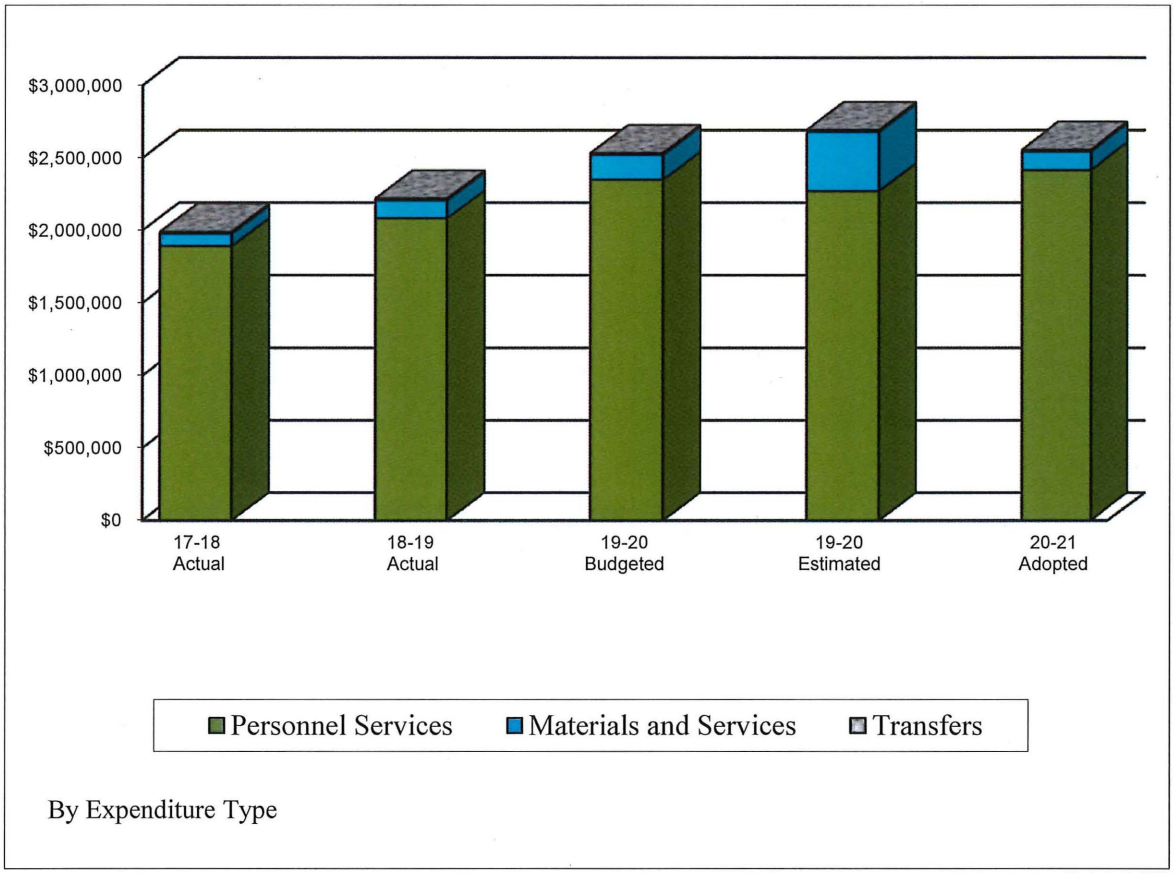
City Attorney's Office

FY 2020-21 BUDGETED POSITIONS



* *.10 FTE funded in the Risk Management Fund*
** *.15 FTE funded in the Risk Management Fund*
*** *1.0 FTE funded in the Risk Management Fund*
**** *Partially funded in the Risk Management Fund and the General Fund - CDD's BURA Program Admin Program*

GENERAL FUND
CITY ATTORNEY'S OFFICE
ADOPTED FY 2020-21



By Expenditure Type

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	15.85	15.85	15.85	16.00	16.00
PERSONNEL SERVICES	$1,890,689	$2,083,148	$2,349,678	$2,414,682	$2,414,682
MATERIALS & SERVICES	87,826	125,619	172,589	129,853	129,853
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	11,380	11,199	11,009	11,032	11,032
TOTAL	**$1,989,895**	**$2,219,966**	**$2,533,276**	**$2,555,567**	**$2,555,567**

SERVICES AND TRENDS:

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

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

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

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

Trends
The city attorney's office workload largely responds to the needs of the organization. Changes in city initiatives, boundaries, municipal court caseload, and relations with other local governments and private enterprises have a direct impact on the office's workload. For example, as Beaverton's population increases, the number of police officers increases, which leads to an increase

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

in the workload for the prosecutors. As the city's boundaries expand, the office's civil workload typically expands to include work on annexation agreements, infrastructure agreements, and amendments to the city's comprehensive plan and/or development code.

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

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

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

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.05	11.05	11.05	11.20	11.20
PERSONNEL SERVICES	$1,437,147	$1,618,435	$1,785,988	$1,872,887	$1,872,887
MATERIALS & SERVICES	49,375	76,286	138,310	70,797	70,797
CAPITAL OUTLAY					
TRANSFERS	8,630	8,355	8,257	8,710	8,710
TOTAL	**$1,495,152**	**$1,703,076**	**$1,932,555**	**$1,952,394**	**$1,952,394**

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

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

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

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

PROGRESS ON FY 2019-20 ACTION PLAN:

City Council

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

Mayor's Office

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

Community Development

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

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

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

Finance

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

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

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

Police

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

Public Works

- Assist in the full implementation of Utility Facilities in Public Rights-of-Way ordinance: identify all utilities using the rights-of–way; require utilities to obtain appropriate licenses; and require payment of applicable permit fees.
  - *Worked with Finance and PW to gain compliance and collect late payments from certain companies.*
- Provide legal services related to the design and construction of the city's connection to the JWC north transmission line.
  - *Advised on the JWC north transmission line connection, which is one of the projects that will be financed in part by the WIFIA loan.*
- Review IGA with Clean Water Services to assure it is still appropriate for current circumstances.

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

- *Completed a restatement of the IGA for internal use. An in-depth review of the agreement will occur in 2021 (the earliest the agreement expires is June 30, 2022).*

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

Human Resources

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

FY 2020-21 ACTION PLAN:

City Council

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

Legal Services

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

Mayor's Office

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

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

Community Development

- Negotiate and draft a disposition and development agreement and related documents for Beaverton Central Two-Acre Site.
- Assist CDD in contract negotiations for electronic document review software.
- Work with CDD on development of a new downtown code.
- Assist CDD with small cell-related issues, including reviewing design specifications, reviewing amendments to the development code, and advising on individual land use applications.
- Provide legal services as requested regarding construction of the PRCA and district parking garage.
- Provide legal services as requested to develop a concept for local transit.
- Assist in the development and implementation policies, procedures and practices relating to parking and towing.

Finance

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

Human Resources

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

Police

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

Public Works

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

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

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

- *Community Vision Action Item #5: Expand outreach to under-represented populations.* Provided legal advice on the application of the city's business inclusion and diversity policy to specific circumstances.
- *Community Vision Action Item #17: Enhance police and court facilities.* Provided public contracting and real estate acquisition services to assist the city in designing and constructing the public safety center.
- *Community Vision Action Item #18*: Support proactive criminal justice initiatives. Participated in city's award-winning B-SOBR program. The office also participated in evaluating the feasibility of a Beaverton-based behavioral health court.
- *Community Vision Action Item #34:* Adopt measures to reduce or prevent homelessness. Provided legal advice and counsel relating to homelessness.
- *Community Vision Action Item #48: Install safe sidewalks and pedestrian lighting citywide.* Provided legal advice on the requirements of the ADA relating to streets and sidewalks and the adoption of a transition plan to document the schedule by which the city will install ADA-compliant curb ramps.
- *Community Vision Action Item #62:* Create several unique districts. Provided legal services on several projects affecting the Beaverton Central District and Old Town.
- *Community Vision Action Item #64:* Implement a storefront improvement program. Provided legal services relating to the storefront improvement program.
- *Community Vision Action Item #67:* Redevelop blighted properties. Served as legal counsel for the city's redevelopment agency.
- *Community Vision Action Item #71:* Develop an arts and cultural center. Provided legal advice relating to the development of the Patricia Reser Center for the Arts.

DIVERSITY, EQUITY, AND INCLUSION:
Examples of priority areas that the legal services program accomplished in FY 2019-20 include:

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

PERFORMANCE MEASURES:

Cost of Service Per Hour:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budget**	**FY 2020-21 Adopted**
Support Staff:	$51.64	$52.67	$57.67	$60.58
Attorney:	79.57	94.87	98.73	105.37
TOTAL	**$131.21**	**$146.94**	**$156.40**	**$165.95**

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

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

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

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

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

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

PROGRESS ON FY 2019-20 ACTION PLAN:

Records Management (Archives)

- Continue to manage HPeRM content to reduce archive paper storage footprint in accordance with applicable city policies and administrative rules.
  - *HPeRM is now called Microfocus Content Manager (MFCM). RM staff continues to work with other city staff in developing new electronic workflows to reduce paper storage needs. For FY 2019-20, RM expects fewer than 55 new boxes of records will transfer into archive storage, due to increasing city-wide electronic workflow processes where staff produce and store documents in electronic format only.*
- Continue to evaluate options to reduce the cost and improve the functionality of HPeRM records management software.
  - *MFCM use was reevaluated with a result of limiting the number of full license users to 18 and 'read only' licenses to most city staff that use HPeRM. Read only licenses are 50% less expensive than full licenses, resulting in a savings to the city of $28,000. Records staff worked with the state to update retention rules within MFCM. This change will aid in the destruction process for electronic records that have met retention.*
- Recommend a new fee schedule for public records to city council.
  - *Work postponed until after end of the 2020 legislative session. We expect new schedule will be submitted for council approval before end of calendar year 2020.*
- For use as a performance measure, track the volume of records put into HPeRM.
  - *There are 501,315 files currently in the system. RM staff scanned or imported 24,839 files in 2017; 28,138 files in 2018; and 25,176 files in 2019.*
- Continue to relocate physical records stored at Harvest Court to Griffith Drive Building, thus eliminating the need for paper storage at Harvest Court by 2020.
  - *RM staff expects that no boxes of archived records will be stored at Harvest Court after June 2020.*
- Recommend whether HPeRM's WebDrawer feature should be used to provide the public with access to Beaverton's records that have been deemed appropriate for unfiltered public access.

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

  - *While the city could build a Webdrawer presence on-line by adding resolutions and ordinances, the demand to inspect these records is not substantial. Courtesy copies of city ordinances and resolutions are already available online via Granicus. On balance, the recommendation is to activate Webdrawer.*
- Circulate the draft strategic plan for management of the city's information prepared in FY 2018-19 to key stakeholders in the city for their review and comment.
  - *A high-level strategic plan was prepared and reviewed. Preparation of a five-year action plan to implement the strategic plan is recommended as part of this year's budget.*

Public Records Requests, Litigation, Discovery & Subpoenas

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

FY 2020-21 ACTION PLAN:

Records Management (Archives)

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

Public Records Requests, Litigation, Discovery & Subpoenas

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

PERFORMANCE MEASURES:

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

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

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

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

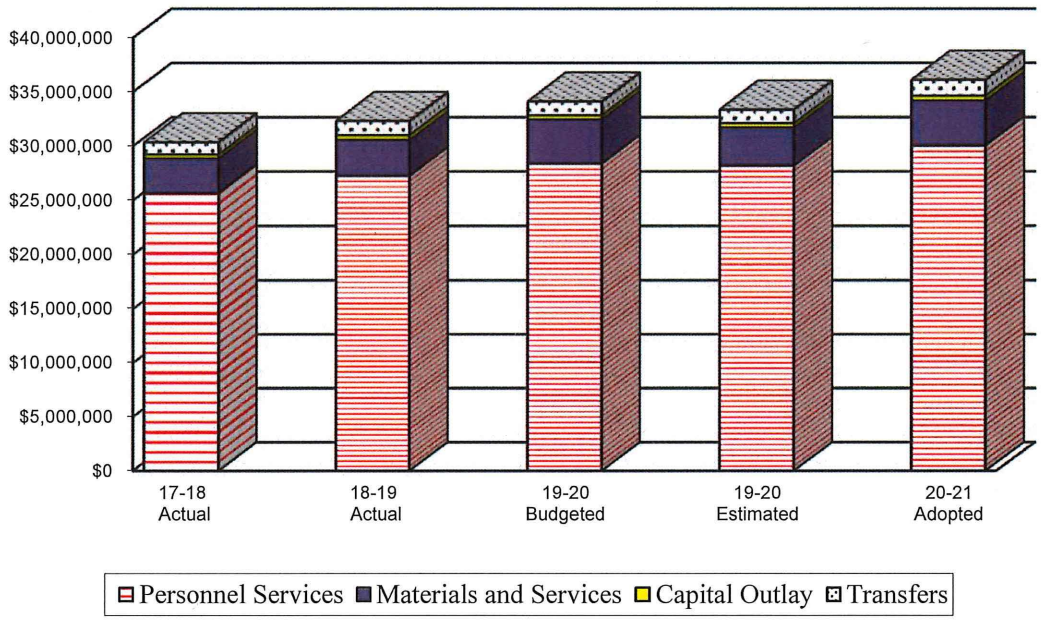
DIVERSITY, EQUITY, AND INCLUSION:
Examples of priority areas that the records management program accomplished in FY 2019-20 include:

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

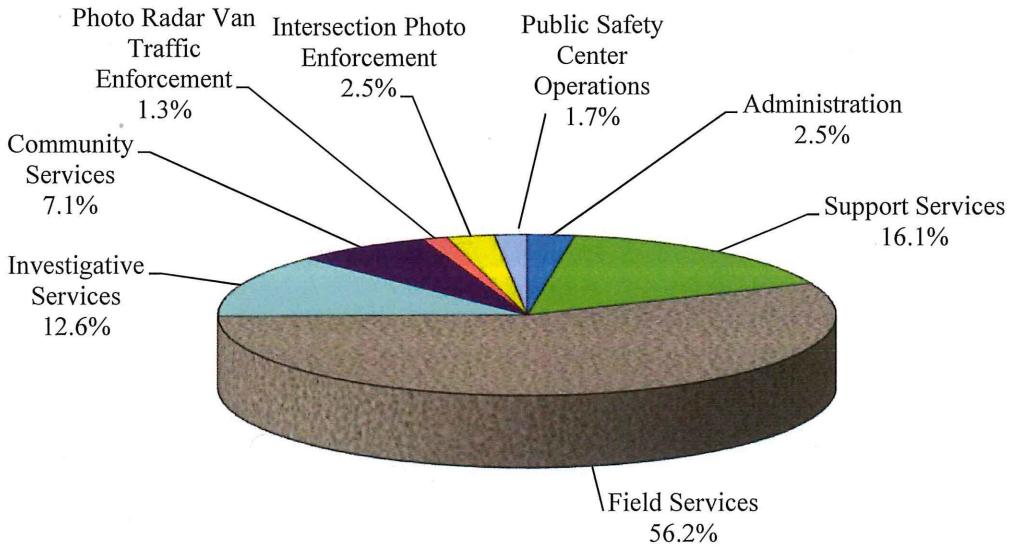
POLICE

- Administration
- Public Safety Center Operations
- Support Services
- Field Services (Patrol)
- Investigative Services
- Community Services
- Photo Radar Van Traffic Enforcement
- Intersection Photo Enforcement
- Justice Assistance Grant

GENERAL FUND
POLICE DEPARTMENT
ADOPTED FY 2020-21



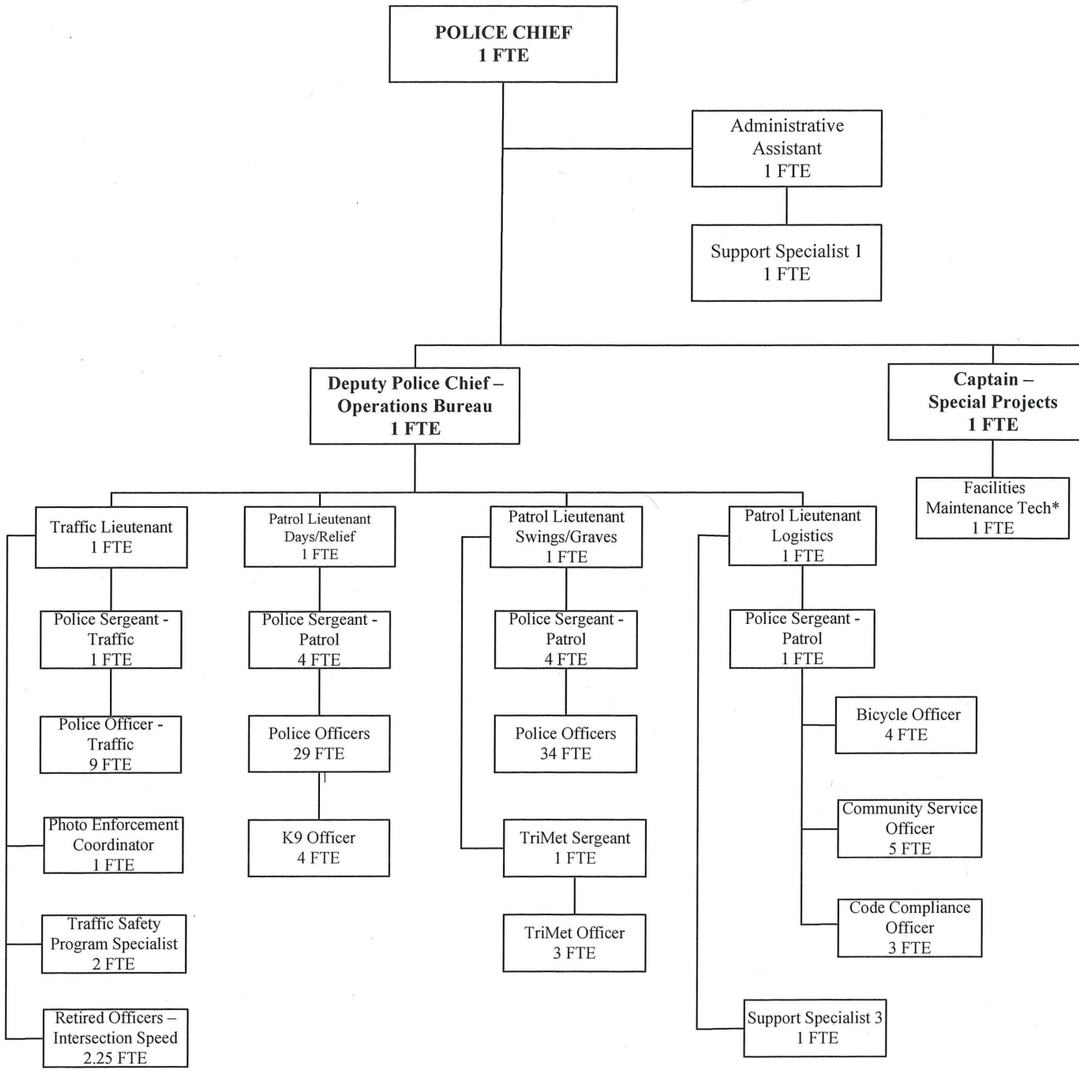
By Expenditure Type



By Program

Police Department

FY 2020-21 BUDGETED POSITIONS



* Position is supervised by the Building Maintenance Manager

FUND:	DEPARTMENT:
001 GENERAL	POLICE
	POLICE CHIEF: RONDA GROSHONG

MISSION STATEMENT: To protect with courage. To serve with compassion. To lead with integrity.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	182.80	183.80	190.05	190.05	190.05
PERSONNEL SERVICES	$25,976,044	$27,253,379	$28,386,104	$30,276,511	$30,056,472
MATERIALS & SERVICES	3,294,389	3,320,408	4,081,631	4,149,314	4,149,314
CAPITAL OUTLAY	360,577	427,566	377,994	426,600	426,600
TRANSFERS	1,136,435	1,303,728	1,256,426	1,462,033	1,462,033
CONTINGENCY	0	0	582,134	674,584	674,584
TOTAL	**$30,767,445**	**$32,305,081**	**$34,684,289**	**$36,989,042**	**$36,769,003**

VISION STATEMENT:
The Beaverton Police Department will provide a safe city, serving community members with compassion and respect. We are fully invested in leading our profession with integrity, building and retaining a highly trained, well equipped, progressive, motivated and cohesive team. We will strive to be recognized and respected as a leading agency in the law enforcement community.

CORE VALUES:
Altruism — We will continue our deliberate pursuit of unselfish and compassionate concern for the welfare of others.
Courage — We will have the strength to respond to situations when it is difficult or risky.
Integrity — Our actions will be moral, ethical, legal and consistent.

Services and Trends:
The Beaverton Police Department (BPD) is committed to maintaining a safe community. Providing this safety requires a highly visible police force, rapid response, skilled investigators, and proactive collaboration with our community members. It also involves effective partnerships, efficient use of resources, and strong support from the community and our leaders. Beaverton continued to maintain a low and stable crime rate in total reported crime in 2019.

The police department continues its commitment to proactive community policing and engagement, and many of its programs outlined in the budget document are supported by the City Council's Goals, Beaverton's Community Vision, and Diversity, Equity, and Inclusion (DEI) Plan.

Significant progress occurred on the construction and equipping of the new public safety center in 2019. BPD divisions continue to consolidate and dispose of records, equipment, and supplies in anticipation of moving to the new facility in spring 2020. The Department is conducting a full inventory of property and evidence items as it moves from its offsite location to the new building. BPD expects much of FY 20-21 will be spent acclimating to the new facility, updating police operations and processes, and inviting and welcoming community members and partners as we celebrate the grand opening of Beaverton's newest public safety asset.

BPD continues to work with city and county partners to address homelessness and provide assistance and resources. The four-member bike officer team continued to provide coverage in the downtown core area, light rail/transit stations, parks, and schools, including outreach to the homeless.

BPD continues to collaborate with other Washington County agencies at the Family Justice Center (FJC) in Beaverton. The Center provides services and resources to victims of domestic violence, such as restraining orders, legal advice, counseling, and support under one roof. BPD assigned 1 FTE police officer to the FJC in 2019 to help conduct investigations and support victims of crime.

In February 2020, City Council approved the addition of 1 FTE Code Compliance Officer position in the FY 19-20 Budget to assist Code Services with its high volume and backlog of City Code complaints. The position will also provide support to the city's sidewalk grant program, which aligns with City Council's goal of "expanding the city's sidewalk fund to build new sidewalks, fill in connectivity gaps, and keep sidewalks in good repair."

FUND:	DEPARTMENT:
001 GENERAL	POLICE
	POLICE CHIEF: RONDA GROSHONG

Services and Trends, Continued:

BPD supports the Finance Department's request for 1 FTE Information Services Specialist position dedicated to the police department. The position is vital in providing additional ISD resources to fully implement federally mandated Criminal Justice Information Systems (CJIS) projects and updates; advancing approved software and hardware projects essential for efficient operations, and providing recommendations on proposed projects to ensure BPD stays current with ever-changing technology.

BPD continued to expand use of its intersection enforcement technology in 2019. Speed enforcement was added to two existing red light camera intersections, and 2 FTE (1 FTE Retired Officer-Intersection Speed and 1 FTE Traffic Safety Program Specialist) were added to Program 0627 mid-year FY 19-20 to help support the program and assist with the increased volume of work. Additional intersections will be evaluated in FY 20-21 for potential program expansion.

Budget Highlights:

The department's FY 2020-21 organizational structure reflects three major bureaus: Administrative (Professional Standards, Training, and Records Divisions), Operations (Patrol and Traffic Divisions), and Services (Investigations, Community Services, and Property and Evidence Divisions). The department will continue to:

- Be proactive in preparing for the future to effectively meet the changing needs of the community.
- Maintain high visibility patrols as well as its prominent profile within the city, to foster a safe community for Beaverton.
- Place a high priority on city traffic issues by focusing on education, enforcement, and working with city engineering or the Oregon Department of Transportation (ODOT) as appropriate.
- Support a community-based policing and problem solving philosophy and maintain its commitment to proactive policing.
- Make efforts to proactively build trust and long-term relationships with diverse communities.
- Develop strategies to enhance our response to victims and ensure we are providing the best possible service to help meet the needs of victims.
- Build and strengthen partnerships within the community and with other law enforcement agencies, including interagency enforcement teams in the areas of narcotics, tactical negotiations, high tech crimes, transit, and saturation patrols.
- Meet and/or exceed the standards required to maintain its accredited status through the Oregon Accreditation Alliance (OAA), signifying the department's ongoing commitment to maintaining the highest of professional standards.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted**	**FY 2020-21 Adopted**
Police Budget Cost Per Capita	$314.28	$333.04	$353.00	$368.61
Population	96,565	97,000	98,255	99,750
Sworn Personnel (FTE)	135	137	137	137
Assigned to TriMet (FTE)	4	4	4	4
Non-Sworn Personnel (FTE)	40.80	42.80	49.05	49.05
Total Department Budget	$30,348,510	$32,304,479	$34,684,289	$36,769,003
City Assessed Valuation (Assessed Value)	$9,858,766,000	$10,226,903,000	$10,623,637,000	$11,002,346,000
Police Expenditures Per $1,000 of Assessed Value	$3.22	$3.24	$3.26	$3.36

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0611 ADMINISTRATION	**POLICE CHIEF:** RONDA GROSHONG

Program Goal:
To oversee the activities of the department and make decisions regarding department policies, programs, personnel, labor relations, and budget. To evaluate the structure of the department, reorganizing as appropriate to better meet the needs of the department and community. To promote a team environment to ensure the highest standards in the use of resources, working conditions, customer service, strategic planning, budget preparation, development of partnerships, program and project implementation, and management. To seek out additional sources of grant funding to enhance the department's capabilities. To support accreditation through professional policy management and consistent processes.

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	5.00
PERSONNEL SERVICES	$745,586	$824,903	$849,155	$858,852	$858,852
MATERIALS & SERVICES	10,602	13,778	15,505	15,325	15,325
TRANSFERS	20,790	26,692	24,793	32,172	32,172
TOTAL	**$776,978**	**$865,373**	**$889,453**	**$906,349**	**$906,349**

Program Objectives (services provided):
Review and evaluate department resource allocation to maximize efficiency and ensure resources are being utilized in a cost-effective manner.

Develop new objectives and strategies to address trends in crime, meet emerging community needs, and ensure the highest level of customer service is being provided.

Network and foster partnerships with area law enforcement agencies for purposes of identifying and targeting crime patterns and criminal activity, and developing interagency programs of mutual interest that best address community needs.

Establish, maintain, and distribute policies, procedures, and directives consistent with effective and contemporary management practice and accreditation standards.

Seek out additional sources of funding via grants and partnerships with other governmental agencies and private-sector entities to bolster available resources and enhance the department's capabilities.

Progress on 2019 Action Plan:
- Work with other city departments, architects, and contractors to construct, equip, and furnish the new public safety center.
  - In progress. Significant progress was made at the new building site in 2019 and various construction phases were completed, e.g., foundation, structure, plumbing, electrical, and underground utilities. BPD expects the facility to be complete and ready for occupancy in spring 2020.
- Prepare department for the move to the new public safety center. Provide direction and resources to all divisions (e.g., records destruction, unwanted equipment/supplies, downsizing, etc.).
  - In progress. A cross-departmental move team was formed and clean-up events occurred. A sorting room was established and resources were distributed department-wide to encourage individuals and divisions to prepare for the move with the goal of recycling, reusing and donating as much as possible in support of the City's Sustainable Beaverton Strategy.
- Design new SharePoint system to improve document sharing and effective management of electronic records.
  - Completed. A cross-department team evaluated the scope of the project and determined a new SharePoint system would not meet the needs of the department. BPD will continue to share electronic records through existing network drives.
- Explore a more robust police department employee wellness program. (DEI Plan PS1.4)

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0611 ADMINISTRATION	**POLICE CHIEF:** RONDA GROSHONG

Progress on 2019 Action Plan, Continued:

- In progress. Employee wellness is a top priority, but the program was put on hold until a new Chief of Police is appointed. There is high interest among command staff, peer support, chaplains, and officers to develop a program that best meets the needs of BPD.

- Implement new crime fighting equipment and technology to expand patrol capabilities, deter criminal activity, and enhance investigations (e.g. public safety cameras, security camera registry, and second-hand dealer online database).
  - Completed and ongoing. BPD implemented a new Public Safety Camera program. Revisions to the City's Second Hand Dealer Ordinance were enacted and BPD launched "Leads Online," a second-hand dealer database and investigative platform. BPD also developed a partnership with Amazon's Ring Video Doorbell program.

Calendar Year 2020 Action Plan:

- Provide direction and support for a smooth move and transition to the new public safety center.
- Develop and implement a more robust wellness program for police employees. (DEI Plan PS1.4)
- Continue the department's efforts in leadership development and succession planning.
- Work with divisions to enhance recruitment efforts that support the City's Diversity, Equity, and Inclusion Plan. (DEI Plan PS 1, PS 3.1, PS 3.4)
- Prepare for Oregon Accreditation Alliance re-accreditation assessment in spring 2021.

Performance Outcomes and Program Trends:

The Administration will continue to review and evaluate police services and the organizational structure to ensure the highest level of customer service is provided, and current and future challenges of our growing and diverse community are met. Senior Command continues to provide quality leadership and continuity of operations during the interim period until appointment of a regular Chief of Police.

The police department is eager for the completion of the new public safety center in 2020 and moving to its new "home." Staff and resources will be spent executing the move, as well as acclimating to the new facility. BPD looks forward to connecting with its new neighbors and strengthening relationships by promoting Beaverton's new police facility throughout the community and the region.

The department continues to process liquor license applications for all establishments seeking to serve or sell alcoholic beverages within Beaverton's city limits per city ordinance.

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
Liquor License Applications				
Number of Applications Processed	265	279	285 / 298	290

Performance Outcomes and Program Trends, Continued:

The department continues to seek grant opportunities such as the ODOT funding it received in 2019 to assist with enforcement efforts related to safety belt violations ($41,500), driving while impaired ($35,000), speed enforcement ($20,000), distracted driving ($28,000), and pedestrian safety ($5,000). The department also received $29,555 in awarded 2018 and 2019 Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) funds.

In contrast to the goals and objectives of other departments, much of the police department statistical information is presented on a calendar year (CY) basis rather than fiscal year (FY). This corresponds to the general format for crime and other related data.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0620 PUBLIC SAFETY CENTER OPERATIONS	**POLICE CHIEF:** RONDA GROSHONG

The Public Safety Center Operations program was a new program for FY 2019-20 Budget. The program is funded through the police department and managed by the Mayor's Office Property and Facilities Division.

Program Goal:
To operate a successful and welcoming building for the community. To preserve the publicly-funded investment by maintaining maximum building service life through the delivery of clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.00	0.00	1.00	1.00	1.00
PERSONNEL SERVICES	$0	$0	$45,463	$108,204	$108,204
MATERIALS & SERVICES	0	0	191,563	516,830	516,830
TOTAL	**$0**	**$0**	**$237,026**	**$625,034**	**$625,034**

Program Objectives (services provided):
Operate the building efficiently for city staff and provide a welcoming environment for visitors.

Manage the electrical and mechanical systems, security cameras and access control systems, and provide contractor management for janitorial, heating and cooling, and other systems.

Evaluate the performance of building systems, maintenance practices, and the materials and supplies used. Implement and/or recommend changes to enhance the service life of city facilities.

Strive to include military-owned, woman-owned, emerging small business (MWESB) and service disabled veterans firms with bid opportunities for goods and services.

Progress on 2019 Action Plan:
- Provide support on construction document review, security systems input, HVAC and other maintenance specific items as requested.
  - Ongoing. Facilities serves as resource for BPD project manager.
- Assist in packing, moving, and setting up new spaces, surplus efforts, trash removal, and other moving support.
  - Ongoing. Acting as the point of contact for the overall move and scheduling actions accordingly.
- Develop all maintenance contracts as needed to ensure building is ready to occupy and function.
  - In progress.
- Recruit for and hire a new facilities technician to perform building maintenance tasks and duties.
  - In process. Candidate interviews were conducted in late February.
- Incorporate new building assets into the Facility Dude work order system for preventative maintenance work.
  - On hold. Will occur when operations and maintenance manuals are received to enter into the system.
- Assist building project manager on warranty items as they are discovered.
  - On hold. Will occur once the new building is occupied and in use.

Calendar Year 2020 Action Plan:
- Assist building project manager on warranty items as they are discovered.
- Ensure all maintenance contracts are in place and functioning as needed/required.
- Begin the maintenance cycle either in-person or contractor performed as described by the building turn-over package documents/consultants.
- Help building occupants become familiar with their new spaces and furnishings acting as a resource to remedy issues/concerns.
- Monitor building systems, utilities, and solar arrays for performance benchmarks.

Workload Measures:
The specific objectives and performance measures for this program are established in the Property and Facilities Division program in the Mayor's Office Budget (Dept. 10, Program 0450) for measures related to the Griffith Building.

FUND:	**DEPARTMENT:**
001 GENERAL	POLICE
PROGRAM:	**POLICE CHIEF:**
0621 SUPPORT SERVICES	RONDA GROSHONG

Program Goal:

To aid internal and external customers by supporting field operations and customer service functions via interpersonal assistance, data entry, and processing police reports and documents. To recruit and hire new officers and facilitate regular, promotional, and specialty assignment processes. To train and track ongoing and specialized training of department members. To oversee the professional standards review process. To provide purchasing and payroll support services. To administer the City of Beaverton's Alarm Ordinance program.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	25.80	25.80	26.80	28.80	28.80
PERSONNEL SERVICES	$2,845,289	$2,810,603	$3,201,309	$3,751,743	$3,751,743
MATERIALS & SERVICES	1,553,778	1,586,269	1,739,544	1,607,231	1,607,231
CAPITAL OUTLAY					
TRANSFERS	423,406	462,752	412,213	556,148	556,148
TOTAL	**$4,822,473**	**$4,859,624**	**$5,353,066**	**$5,915,122**	**$5,915,122**

Program Objectives (services provided):

Develop, administer, and document mandated and specialized training for all department personnel; ensure compliance with department policies and procedures; provide for individual career development.

Recruit and retain diverse and best qualified officers and professional staff employees.

Document and investigate all conduct/performance complaints and concerns regarding department procedure, as well as employee-related crashes and injuries, providing training and taking corrective action as appropriate to reduce repetitive preventable incidents within a reasonable amount of time.

Accurately transcribe, distribute, and process all reports, citations, and documents within 24 hours of being received in the Records Division to allow for expedient investigative follow-up and timely prosecution of offenders.

Scan traffic and criminal citations and related reports in support of Beaverton Municipal Court, Washington County Justice and Circuit Courts, District Attorney's Office, City Attorney's Office, DMV, and Oregon State Police (OSP).

Monitor alarm permits, installations, and police false alarm responses. Actively work to minimize the volume of false alarms through service, education, and enforcement.

Progress on 2019 Action Plan:

Training

- Serve as a regional training partner; host and instruct regional classes at BPD facilities.
  - Completed. BPD hosted a county-wide crisis intervention class and a FBI Law Enforcement Executive Development Association (LEEDA) leadership course.
- Enhance relationships and partner with local businesses to facilitate use of buildings to deliver realistic training scenarios.
  - Completed. Collaborated with businesses and conducted training at the vacant Orchard Supply Co. building.
- Conduct inaugural combined in-house Academy for BPD reserve officers and police cadets. (DEI Plan PS1.5)
  - Completed. Reserve officer and police cadets graduated in May 2019.
- Assist DPSST in developing new curriculum to re-design the state's lateral police officer academy.
  - Completed. BPD contributed in the development of new DPSST curriculum.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0621 SUPPORT SERVICES	**POLICE CHIEF:** RONDA GROSHONG

Progress on 2019 Action Plan (continued)

Professional Standards

- Expand the use of the Professional Standards software program and database to increase efficiency and improve complaint processes and work flow.
  - Research and development completed. Implementation is scheduled for January 2020.
- Explore and implement an electronic background investigation software system to improve efficiency and provide a paperless solution for processing new job candidates' personal history background information.
  - In process. ISD is working with the police department to evaluate software options.

Records Division

- Explore team building opportunities in the Records Division to enhance communication and increase team effectiveness, productivity, and job satisfaction.
  - Ongoing. Team building activities were conducted in 2019 and processes evaluated. Results from a recent employee survey show improved job satisfaction.
- Seek training opportunities, including focus on effective communication skills to better serve our diverse community as well as individuals with mental health issues. (DEI Plan PS2.1)
  - Ongoing. Staff attended various trainings, e.g., leadership, de-escalation, and mental health first aid in 2019.
- Continue to consolidate and dispose of the division's documents in accordance with retention schedules and prepare for the move to the new building.
  - Ongoing. Records staff continued efforts to scan, archive, and dispose of records in accordance with state law.

Calendar Year 2020 Action Plan:

Training

- Implement new mandatory in-service training format for sworn members and evaluate effectiveness.
- Work with ISD to complete training tracking software procurement project to improve efficiencies and collection of state-mandated training records.

Professional Standards

- Implement new administrative review program utilizing PSNET Versaterm records management system.
- Work with the Public Information Officer to develop and implement a new website to enhance police recruitment and hiring efforts. (DEI Plan PS3.4)
- Work with ISD to complete background investigation software procurement project to improve efficiencies and provide a paperless solution for processing new job candidates' personal history background information.

Records Division

- Increase training opportunities in the Records Division. Conduct in-house trainings and seek opportunities focusing on mental health and trauma-informed practices to better interact with community members.
- Continue efforts to scan and dispose of old documents to reduce the volume of files in preparation for the move to the public safety center. Continue to evaluate processes in the new facility to reduce paper workflow.
- Acclimate to the new building.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0621 SUPPORT SERVICES	**POLICE CHIEF:** RONDA GROSHONG

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
TRAINING DIVISION				
Training Hrs. Provided (Employees, Reserves, & Cadets)	27,000	28,000	29,000 / 26,000	28,000
Hours Provided Reserve Officers/Cadets	1,200	1,473	2,000 / 3,800[1]	3,800
Mandated Training Hrs. (Employees and Reserves)	22,000	21,000	22,000 / 17,000[2]	20,000
Number of Hours New Officer Mandated	7,950	12,500	13,000 / 8,000[2]	9,000
PROFESSIONAL STANDARDS DIVISION				
Professional Standards Reviews (Internal & External)	35	43	35 / 31	35
Complaints Generated by Community Members	7	7	10 / 7	0
Sustained Complaints	1	0	0 / 3	2

[1] Reflects increased hiring of cadets and reserves.
[2] Reflects fluctuation in the number of newly trained officers.

RECORDS DIVISION				
Number of Cases Processed	10,706	11,680	12,000 / 11,773	12,100
Reports Processed in Relation to Cases	19,433	22,129	22,000 / 19,686	20,000
Citations Processed	9,754	16,387	20,000 / 47,397[1]	50,000
Requests for Reports and Background Checks	5,396	5,137	6,000 / 4,826	5,000
Number of Warrants Entered	1,129	1,038	1,200 / 1,015[2]	1,000
Number of Subpoenas Entered	2,029	3,673[3]	3,600 / 4,146	4,200

[1] Reflects expansion of intersection photo enforcement and e-parking citations.
[2] Reflects change in Muni Court issuing fewer probation violation warrants.
[3] Reflects change in data collection method.

ALARM PERMITS				
Alarm Permits Processed	4,008	4,051	4,050 / 3,827[1]	4,000
Alarm Responses	1,241	1,269	1,300 / 1,314	1,300
False Alarm Responses	935	1,087	1,000 / 1,091	1,000
Percent of False Alarms	75%	85%	80% / 83%	80%
False Alarm Response Hours	351	336	350 / 310	300

[1] Reflects fewer alarm users.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0621 SUPPORT SERVICES	**POLICE CHIEF:** RONDA GROSHONG

Performance Outcomes and Program Trends:

Professional Standards:

The Professional Standards Division is responsible for the reviews, audits, and assessments of activities associated with the safe, effective, and efficient operation of the department, as well as objective investigations of alleged police misconduct. The department conducts professional standards reviews and is vigilant in monitoring inquiries to ensure accountability and quality assurance.

The Professional Standards Division manages hiring, promotional, and specialty assignment processes. In 2019, the division conducted nine specialty assignment processes, two promotional processes (lieutenant and sergeant), and recruited and hired three new officers, one records manager, two records support specialists, and one code compliance officer.

Like many agencies, BPD continues to adapt to a competitive hiring market to fill officer vacancies. The challenge of filling multiple vacancies will increase over the next five years due to anticipated officer retirements. The department continues to explore recruiting and hiring strategies to attract highly qualified applicants of diverse backgrounds and experiences. BPD's successful reserve officer and police cadet programs play an important part in cultivating a diverse workforce for the department's future.

Training:

The department is committed to preparing our officers for the future through training, education, and professional development. Educational opportunities are provided to new and veteran officers to support the abilities necessary for the professional delivery of our services, officer safety, and maintaining officers' individual state-mandated police certifications. Examples of supplemental and mandated training include, but are not limited to: crisis intervention training, periodic firearms qualifications, use of force, defensive tactics, control holds and handcuffing, leadership training, bias-based policing, ethics, and domestic violence investigations. Taser certification training will be conducted in spring 2020 in support of the department's revised policy that standardizes use of this equipment. The department continues to scrutinize all training offered to ensure it directly relates to officer safety, job performance, and/or community needs.

Records:

The Records Division continues to focus on providing exceptional service to internal and external customers. The division strives to meet customers' needs with front counter service and to successfully meet their objective of processing reports, citations, and documents within the 24-hour benchmark.

Alarm Program:

The City's Alarm Ordinance is administered through the police department's Alarm program. The program helps reduce the number of false alarms by providing support to alarm users and helping resolve alarm system issues. Fewer false alarms keeps more officer resources on patrol.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	**POLICE CHIEF:** RONDA GROSHONG

Program Goal:
To continue our commitment to community-based policing and provide a safe and livable community by enforcing laws, utilizing and coordinating patrol and investigative resources to reduce the opportunity for criminal activity. To lessen the fear of crime and combat criminal activity by working in partnership with community members, businesses, and other agencies to increase public awareness and confidence. To provide safe and effective movement of traffic within the city through community education, traffic enforcement, and partnership with city engineering and ODOT when appropriate.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	106.00	108.00	109.00	108.00	108.00
PERSONNEL SERVICES	$15,845,572	$16,979,476	$16,851,009	$17,810,197	$17,590,158
MATERIALS & SERVICES	941,321	1,126,716	1,300,555	1,191,812	1,191,812
CAPITAL OUTLAY	360,577	427,566	377,994	426,600	426,600
TRANSFERS	631,821	754,323	747,369	797,003	797,003
CONTINGENCY	0	0	582,134	674,584	674,584
TOTAL	**$17,779,291**	**$19,288,081**	**$19,859,061**	**$20,900,196**	**$20,680,157**

Program Objectives (services provided):

Identify and utilize internal and external resources to achieve proactive problem solving responses that will resolve community and neighborhood issues.

Provide immediate response to Priority One calls and reasonable response times to all other calls for service.

Aggressively enforce laws pertaining to intoxicated and impaired drivers. The department will continue emphasis on patrol recognition of impaired drivers in conjunction with focused selective enforcement missions.

The Traffic Safety Team will continue to prioritize target areas for enforcement purposes, utilizing community input and statistical analysis. In addition to educating the public on traffic safety concerns and focusing on dangerous driving behaviors, the unit's priorities include: signal light enforcement, distracted driving, occupant safety, school zone enforcement, and child safety seat education.

Conduct targeted enforcement details and proactively select specific issues of community concern (e.g., curfew violations, warrant sweeps, light rail and transit violations, liquor and tobacco sales to minors, livability issues, and human trafficking).

Continue philosophy of ownership and collaborative problem-solving on patrol and traffic-related calls for service. Emphasize compassionate care toward our community members and the importance of high quality service.

The Bicycle Patrol Unit will continue to provide a proactive response to problems identified by community members, patrol officers, and other agencies. Continue to collaborate with local businesses and regional partners to address livability and homelessness issues. Continue to educate the cycling community on bicycle safety and responsible riding techniques.

Maintain consistent communication with Neighborhood Association Committees to understand the needs and challenges unique to patrol areas and respective neighborhoods.

The K-9 Unit will continue to provide specialized support to all BPD divisions in the apprehension of criminal suspects who elude arrest; focus on property protection by conducting foot patrols and security checks of buildings; support in locating narcotics, and connecting with the community through public appearances and demonstrations to highlight the training and ability of K-9 teams.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	**POLICE CHIEF:** RONDA GROSHONG

Program Objectives (services provided), continued:
Aggressively target criminal activity and pursue and promote safety on the transit system through enforcement details, special operations, and the assignment of three officers and one sergeant to the TriMet Transit Police Division.

The Code Services unit will reduce the impact of neighborhood nuisances on the quality of life in Beaverton; respond to complaints of Nuisance and Development Code violations; facilitate compliance when violations are identified, and abate nuisances and/or issue citations when property owners are unable or unwilling to comply. Code Services will inspect sidewalks to protect the safety of pedestrians, and administer the city's sidewalk grant program.

Progress on 2019 Action Plan:

- Continue to emphasize patrol responsibilities with regard to traffic safety and the relationship between traffic enforcement and crime prevention.
  - Ongoing. Patrol officers conducted traffic details throughout 2019 to help augment the Traffic Division, including DUII missions resulting in multiple arrests.
- Work toward providing 100 percent of patrol officers with crisis intervention training (CIT). Currently, about 20 percent of patrol officers completed CIT training.
  - Ongoing. BPD hosted CIT classes. In 2019, seven officers completed the 40-hour course.
- Identify community policing projects and focus efforts on addressing specific neighborhood crime and livability issues.
  - Ongoing. Officers worked multiple projects in 2019 that addressed criminal activity and improved community safety.
- Continue to maintain a high capture to deployment ratio through the continued delivery of high quality K-9 training.
  - Ongoing. The K-9 teams achieved a 55 percent capture/assist rate. This rate is well above the national average of 22-25 percent.
- Continue to promote the K-9 team and strengthen community relations through participation in community events and K-9 competitions. (DEI Plan PS3)
  - Ongoing. K-9 teams attended various events, including National Night Out, community and student academies, city-sponsored neighborhood events, and THPRD events, as well as visiting schools and retirement communities.
- Continue to conduct targeted traffic education and enforcement details.
  - Completed and ongoing. The Traffic Division conducted details focusing on distracted driving, driving while impaired, occupancy protection, speeding, pedestrian safety, and school bus safety enforcement.
- Partner with city departments at several large community events (i.e. half marathon, Night Market, etc.) to ensure there is safe interaction between motorists and participants. (DEI Plan PS3.4)
  - Completed and ongoing. BPD partnered with city departments on various events, such as the 2nd Annual Beaverton Half Marathon, Night Markets, and Pride Beaverton and Beaverton Celebration parades.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	**POLICE CHIEF:** RONDA GROSHONG

Calendar Year 2020 Action Plan:

- Continue to emphasize patrol responsibilities with regard to traffic safety and effective criminal investigations.
- Work toward providing 100 percent of patrol officers with crisis intervention training (CIT).
- Identify community policing projects and focus efforts on addressing specific neighborhood crime and livability issues.
- Continue to maintain a high capture to deployment ratio through the continued delivery of high quality K-9 training.
- Continue to promote the K-9 team and strengthen community relations through participation in community events and K-9 competitions. (DEI Plan PS3)
- Prepare and move to the new public safety center. Acclimate police operations and processes.
- Enhance BPD K-9 resources. Fill vacant K-9 team with new handler and replacement police canine.
- Continue to respond to sidewalk complaints and help facilitate homeowners' repairs using funds from the City's sidewalk grant program. (City Council's goal of expanding the city's sidewalk fund to build new sidewalks, fill in connectivity gaps, and keep sidewalks in good repair.)

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
Calls For Service (CFS)	77,054	83,292	85,000 / 90,572	96,912
Dispatched Calls For Service	35,391	40,362	42,000 / 43,909	46,983
Average Number of Dispatched Calls For Service Per Patrol Officer	389	429	446 / 467	500
Officer Initiated Calls For Service	41,663	42,930	43,000 / 46,663	49,929
Average Number of Officer Initiated Calls For Service Per Patrol Officer	458	457	457 / 496	531
Calls For Service Per 1,000 Population	805	859	867 / 922	987
Dispatched CFS Per 1,000 Population	370	416	428 / 447	478
Officer Initiated CFS Per 1,000 Population	437	443	439 / 475	508
FBI National Incident Based Reporting System (NIBRS) Group A Offenses	3,529	3,846	3,800 / 3,975	3,900
NIBRS Group A Offense per 1,000 Pop.	37	40	39 / 41	40
Total Arrests (Parts 1, 2, & 3)	3,726	3,887	3,900 / 3,928	3,900
Arrests per Day	10	11	11 / 11	11

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	**POLICE CHIEF:** RONDA GROSHONG

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
Total Traffic Stops	15,758	17,647	18,000 / 19,003	18,000
Traffic Stops per Day	43	48	49 / 52	49
Driving Under Influence of Intoxicants Arrests	347	376	355 / 425	400
Traffic Citations Issued	9,750	12,456	12,500 / 8,142[1]	8,150
Saturation Patrols (DUII, Safety Belt, Ped. Safety, Distracted Driving, Speed, Construction Zone)	426	257	300 / 378	350
Hours Per Year SMART Trailers Deployed	13,233	14,269	13,500 / 13,880	13,500
Traffic Issues, Identified by Community/NACs, Referred to Police Department	491	417	425 / 374	400
Traffic Crashes	3,901	3,798	3,750 / 3,870	3,800
Injury Crashes	542	585	550 / 584	550
Non-Injury Crashes	2,892	2,721	2,700 / 2,801	2,750
Injury Unknown Crashes	467	492	500 / 485	500
Number of Individuals who complete Distracted Driver Diversion Class	320	486	400 / 632[2]	500
Individuals Assisted via Child Safety Seat Clinics	512	413	400 / 408	410
Bicycle Team Special Enforcement Details	35	38	35 / 25	30
Community Education Events	44	13	30 / 25	25
Number of Individuals Provided w/ Assistance and Resources			240[3] / 208	225
K-9 Tracks	224	236	225 / 171[4]	175
Suspect Apprehensions	78	140	90 / 94[4]	95
Narcotics Deployments	164	168	165 / 127[4]	125
TriMet West Precinct				
Arrests	183	188	180 / 207	185
Details Conducted at Max Light Rail Stations	141	57[4]	60 / 369[5]	200
Code Services				
Number of cases opened	2,483	1,230	1,900 / 547[6]	700
Number of problem reports taken	3,640	2,851	3,100 / 1,963[6]	2,000
Sidewalks repaired	121	107	120 / 126	150

[1] Reflects new data formula – previously included other types of citations (parking, criminal misdemeanor, etc.). CY 2019 only includes traffic infractions.
[2] Reflects revised law and increase in distracted driving enforcement.
[3] New performance measure.
[4] Reflects two K-9 retirements, dog in training, and injuries.
[5] Reflects fluctuation in TriMet Transit Unit vacancies.
[6] Reflects code compliance officer vacancy; community service officers (CSO) handling abandoned vehicles and more parking complaints, and revised method of tracking reports.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	**POLICE CHIEF:** RONDA GROSHONG

Performance Outcomes and Program Trends:
Indicative of the department's commitment to proactive problem solving efforts, officers maintained a high level of self-initiated calls, which was 52 percent of the total calls for service in 2019. Increased mental and behavioral health calls for service; processing reports with advancing technology; and successfully investigating more complex and technical cases are time-consuming activities for officers. Despite these ongoing demands on officer time and fluctuating patrol staffing, the department's overall productivity increased in 2019. (Refer to chart below.) Patrol staffing is affected by officer turnover, retirements, FMLA, and the comprehensive training required for new officers, which can take up to 14-16 months before officers work solo.

Beaverton's NIBRS Annual Crime Report for Calendar Year (CY) 2019 shows an overall 1.8 percent increase (120 cases) in total Group A and B Offenses compared to CY 2018. Group A Offenses, which include arson, assault (aggravated, simple, intimidation), bribery, burglary (residential and business), counterfeiting/forgery, vandalism, drug/narcotic offenses, embezzlement, extortion/blackmail, fraud, gambling, homicide, kidnapping/abduction, larceny/theft, motor vehicle theft, pornography/obscene material, prostitution, robbery, sex offenses (forcible and non-forcible), stolen property/fence, and weapon law violations increased 3.1 percent (121 cases). Group B Offenses, which include bad checks, curfew, various minor violations, disorderly conduct, driving under the influence, drunkenness, non-violent family offenses, liquor law violations, invasion of privacy, runaways, trespass of real property, and all other offenses were essentially even with one less case compared to 2018.

Patrol Division:
Making the roads safe by removing impaired drivers from the road is a high priority for the police department. In 2019, members of the Patrol Division and Traffic Division continued their success in arresting impaired drivers, completing the year with more than 425 Driving Under the Influence of Intoxicants (DUII) arrests. BPD's successful DUII No Refusal Program continues to deter people from driving under the influence and prevent impaired driving crashes and fatalities. The BPD works with the Municipal Court Judge to quickly obtain "blood draw warrants" for drivers who refuse Blood Alcohol Content (BAC) testing. The blood draw warrant program has significantly reduced the number of DUII cases that proceed to trial and the associated prosecution costs.

The Traffic Safety Team participated in special enforcement details targeting such violations as speeding, distracted driving, failure to use seatbelts, driving while impaired, and crosswalk safety. The team also conducted 12 child safety seat clinics in 2019 and provided their expertise to numerous community events, including Beaverton's Half Marathon, Night Market, and the Beaverton Celebration Parade.

The Patrol Division continues to identify community policing projects and focus efforts on addressing specific neighborhood crime and livability issues. Extra patrol was provided to light rail transit stations and known areas with criminal activity. Officers have established relationships with various loss prevention teams at local retailers and continue to work together on shoplift-related calls for service.

	Calendar Year 2019 Total	Calendar Year 2018 Total	2019 vs. 2018	% Change
Calls For Service (CFS) Total	90,572	83,292	7,280	+ 8.7%
CFS Dispatched	43,909	40,362	3,547	+ 8.8%
CFS Officer-initiated	46,663	42,930	3,733	+ 8.7%
Cases Processed	11,773	11,680	93	+ .8%
Traffic Stops	19,003	17,647	1,356	+ 7.7%
Traffic Citations	8,142[1]	12,546	N/A	N/A
Total Arrests	3,928	3,887	41	+ 1.0%
DUIIs	425	376	49	+13.0%
Traffic Crashes	3,870	3,798	72	+ 1.9%
NIBRS Crime Reports Total for Group A and Group B Offenses	6,883	6,763	120	+ 1.8%
Population (Fiscal Year Actual)	98,255	97,000	1,255	+ 1.3%

[1]Reflects new data formula – previously included other types of citations (parking, misdemeanor, etc.). CY 2019 only includes traffic infractions.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	**POLICE CHIEF:** RONDA GROSHONG

Performance Outcomes and Program Trends, Continued:

Bicycle Team:
The department's four-member bicycle team provided proactive solutions to problems in the city's core area. The team serves an essential role in addressing long-term camping issues by providing assistance, resources, and enforcement when needed. The team continues to work with business and property owners to clean up areas to make them safer and less attractive for transient camps on private property. In 2019, the bike team coordinated the clean-up and investigation of 160 illegal transient camps (compared to 124 in 2018.) The team conducted bike classes for local public and private entities, and continues their partnerships with ODOT, PGE, THPRD, and Washington County Clean Water Services. Officers trained on patrol bicycles will continue to participate in community events, such as National Night Out, high school football games, and the Beaverton Celebration Parade.

K-9 Unit:
The K-9 unit continued to provide support to all divisions within the department as well as outside agencies by conducting building searches, article/evidentiary searches, tracking suspects who have fled on foot, detection of narcotics, and helping to locate lost/missing persons. Reflecting the expertise level of certified K-9 trainers within the unit and the high quality training the K-9 teams receive, the K-9 unit achieved an outstanding capture rate of 55 percent in 2019. A new K-9 team (new canine and handler) will join the unit later in 2020, replacing K-9 Ike (retired in October 2019) and his handler who recently promoted to sergeant.

TriMet Transit Police Division:
BPD partners with TriMet to provide police services in the region. BPD contributes one sergeant and three officers to the Transit Division; funding for all 4 FTEs are reimbursed by TriMet. One sergeant and one officer are assigned to the westside precinct and two officers are assigned to TriMet's central operations. The westside precinct of the transit police continues to address community issues and transit violations that occur on light rail trains, buses, and TriMet properties west of the Washington Park/Oregon Zoo Light Rail Max Station, as well as the Westside Express Service (WES) commuter rail service.

Code Services:
Code Services continues to address City Code-related issues such as uneven sidewalks, rubbish, noxious vegetation, discarded vehicles, and other concerns affecting quality of life and neighborhood livability. In 2019, the city continued to offer homeowners the opportunity to participate in the Sidewalk Repair Grant program. The grant reimburses homeowners 50 percent of the cost of repairing sidewalks that are damaged by the roots of protected street trees. In 2019, 126 homeowners participated in the grant program.

City Council approved the addition of 1 FTE Code Compliance Officer position mid-year in the FY 19-20 Budget to assist Code Services with its high volume and backlog of City Code complaints. BPD will continue to look for opportunities to increase efficiencies and provide a high level of customer service in 2020.

FUND: 001 GENERAL SERVICES	**DEPARTMENT:** POLICE
PROGRAM: 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	**POLICE CHIEF:** RONDA GROSHONG

Program Goal:
To aggressively investigate serious crimes against persons and property, including murder, assault, sexual abuse, child abuse, rape, human trafficking, burglary, major theft, and computer crimes. To provide investigative support and assistance to patrol, other divisions within the police department, and outside law enforcement agencies. To develop and share information within the police department as well as with other agencies, to ensure effective and efficient follow-up of all major crimes which require investigative personnel resources. To compile and disseminate statistics and information to officers and staff. To aggressively investigate narcotics trafficking crimes to a successful conclusion via a team approach in partnership with other area criminal justice agencies. To handle and process evidence, and prisoner and found property in a manner which protects the property rights of residents, guards the integrity of the department, and maintains the chain of evidence.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	30.00	29.00	29.00	28.00	28.00
PERSONNEL SERVICES	$3,957,655	$4,066,454	$4,391,181	$4,532,046	$4,532,046
MATERIALS & SERVICES	155,211	51,587	62,575	63,760	63,760
CAPITAL OUTLAY					
TRANSFERS	30,943	41,710	36,901	50,972	50,972
TOTAL	**$4,143,809**	**$4,159,751**	**$4,490,657**	**$4,646,778**	**$4,646,778**

Program Objectives (services provided):

Investigative Services:

Investigate all assigned criminal cases to a disposition.

Actively work with other police agencies to address specialized crimes by participating on such teams and task forces as: Major Crimes Team, Child Abuse Multi-Disciplinary Team (MDT), Sexual Assault Response MDT, FBI Cyber Crime Task Force, FBI Child Exploitation Task Force, Washington County Elder Abuse Multi-Disciplinary Team, and county-wide property crimes investigators' meetings.

Analyze crime data and actively compile information to identify patterns and trends of criminal activity and develop crime reduction action plans and, when appropriate, disseminate relevant information to the community and patrol division.

Identify and provide statistical analysis information for planning, goal setting, budgeting, strategic and tactical decision-making, and resource allocation.

Proactively target, track, document, investigate, and arrest persons involved in criminal drug activity in collaboration with the Westside Interagency Narcotics team. Develop, document, and share criminal information involving narcotics with the Patrol Division and surrounding area law enforcement jurisdictions.

Property and Evidence Control Division:

Handle and process evidence and found property in an efficient and effective manner. Ensure federal, state, and local laws and ordinances and department policy are met related to seizures, forfeitures, prisoner property, and lost or found property. Ensure the police property storage area is a secure and protected facility for the processing, transfer, and storage of property and evidence on a 24-hour basis.

FUND: 001 GENERAL SERVICES	**DEPARTMENT:** POLICE
PROGRAM: 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	**POLICE CHIEF:** RONDA GROSHONG

Program Objectives (services provided), Continued:

Progress on 2019 Action Plan:

- Update and develop CID'S SharePoint site in preparation for the move to the new building and the goal to go paperless.
  - Completed and ongoing. A cross-department team evaluated the scope of the SharePoint system and determined a new platform would not meet the needs of the department. CID continues to archive and scan records into the PSNet records management system, and purge old case files to reduce paper volume and prepare for the move.
- Purchase and implement new online pawn database system department-wide and ensure all second-hand dealers in the city are registered and complying with the revised city ordinance.
  - Completed. The "Leads Online" second-hand dealership database program was fully implemented. Businesses are registered and now electronically submit their pawn reports to BPD. Training was provided to officers and detectives on the new investigative resource.
- Continue to work with ISD to fully automate officer dispositions and claim letters.
  - Ongoing. BPD and ISD staff made significant progress in the development of an electronic case disposition program that uses the current PSNET Versaterm records management system. The implementation is scheduled for 2020 once the department move is complete.
- Continue to develop and execute property and evidence moving plan, including a complete inventory of all items and staging items on pallets in preparation of move to the new building.
  - Completed and ongoing. An operations plan was developed to help execute the move to the new building. Significant progress was made inventorying, purging, and staging items.

Calendar Year 2020 Action Plan:

- Continue to purge and scan old case files into PSNET Versaterm records management system to prepare for the move to the new public safety center.
- Continue to provide training to the patrol division on investigating subjects, firearms processing, DNA collection, search and seizure, and search warrants.
- Fully implement the electronic case disposition program to improve efficiency and support paperless efforts.
- Execute the operations plan to move the Property and Evidence Division to the new facility.

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
Criminal Investigations:				
Number of Cases Investigated	521	458	520 / 484	520
Number of Cases Cleared	334	294	364 / 263[1]	364
Percent of Cases Cleared	64%	64%	70% / 54%[1]	70%
NIBRS Group A Offenses Investigated	306	283	300 / 285	300
Group A Offenses Cleared	163	173	180 / 140[1]	180
Percent of Group A Offenses Cleared	53%	61%	60% / 50%[1]	60%
NIBRS Group B Offenses Investigated	34	39	50 / 44	50
Group B Offenses Cleared	27	33	38 / 34	40
Percent of Group B Offenses Cleared	79%	88%	76% / 81%	80%
Number of Arrests	135	97	140 / 77[1]	120
Drugs:				
Drug Cases/Reports Investigated	66	56	65 / 35[2]	40
Drug Arrests	87	42	75 / 42[2]	45
Property and Evidence Control:				
# of Items Processed	4,678	4,471	4,600 / 5,575	4,600

[1] Reflects investigative resources dedicated to more complex and time intensive cases.
[2] Reflects vacancies on Westside Interagency Narcotics (WIN) team.

FUND: 001 GENERAL SERVICES	**DEPARTMENT:** POLICE
PROGRAM: 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	**POLICE CHIEF:** RONDA GROSHONG

Performance Outcomes and Program Trends:

Criminal Investigations:
The CID continues to effectively utilize its detective team to conduct professional investigations and proactively address emerging and current crime trends. In 2019, seven detectives were assigned to person crimes and five to property crimes.

Combatting organized retail crime and keeping pace with the advances in technology and the ability to retrieve and collect the high volume of digital evidence continue to pose challenges for the department. Three detectives are certified to conduct cell phone and mobile device forensic examinations.

Fraud and identity theft crimes continue to be a challenge for Beaverton and surrounding jurisdictions. BPD utilizes detective resources to combat these crimes through thorough investigations and information sharing with other law enforcement agencies, financial institutions, and retail businesses. BPD serves on a regional FBI Intellectual Property Crimes Enforcement Task Force and receives grant funds through the Portland Police Bureau to conduct investigations and receive advanced training. One detective is also assigned to investigate elder abuse and financial fraud.

The department also utilizes one detective to gather, investigate, and disseminate criminal intelligence information. The detective works with local, state, and federal law enforcement agencies and other groups, including mental health professionals, to help protect the community by assessing and mitigating threats against individuals, businesses, and public facilities.

One detective serves on the FBI's Child Exploitation Task Force. The Task Force consists of local, state, and federal law enforcement agencies and victim-based advocacy groups that combine resources and expertise on the issue of human trafficking. In the Metropolitan area, the main issue seen by law enforcement is females (adult and juvenile) who are forced into human trafficking by means of prostitution. The division conducted undercover operations in 2019 resulting in multiple arrests related to crimes against children.

CID works collaboratively with the Department of Human Services (DHS) and reviewed 1,019 potential child abuse case referrals in 2019. The CID will continue to actively pursue, apprehend, and prosecute those responsible for such crimes that are committed in the City of Beaverton to ensure the safety of our youth.

Drug Enforcement:
The Westside Interagency Narcotics (WIN) Team actively targets persons and organizations involved in mid to high level drug trafficking and works to reduce the availability of illicit controlled substances that are used, sold, transported, or otherwise distributed in Washington County. BPD has one sergeant and one detective assigned to the WIN team.

Property and Evidence Control Division:
The Property and Evidence Division staff continue to process evidence, prisoner property, and found property. Staff is also responsible for submitting DNA, narcotics, firearms, trace, and fingerprint evidence to the Oregon State Police Crime Labs, as well as conducting extensive inventories of all high risk items such as narcotics, weapons, and currency. Division staff help meet the department's needs with the increasing demand to process and share digital media evidence including body-worn camera video and uploaded photos.

Property and Evidence Division staff continue their extensive work to process items, reduce inventory, and prepare for the move and transition to the new public safety center.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0625 COMMUNITY SERVICES	**POLICE CHIEF:** RONDA GROSHONG

Program Goal:

To sustain and enhance our partnership with our community, utilizing community-based policing and problem solving to address the fear of crime and affect those livability issues of concern to our residents.

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	15.00	15.00	15.00
PERSONNEL SERVICES	$2,137,802	$2,181,240	$2,343,609	$2,474,308	$2,474,308
MATERIALS & SERVICES	49,376	52,185	86,215	105,819	105,819
CAPITAL OUTLAY					
TRANSFERS	29,475	18,251	35,150	25,738	25,738
TOTAL	**$2,216,653**	**$2,251,676**	**$2,464,974**	**$2,605,865**	**$2,605,865**

Program Objectives (Services Provided):
Sustain our commitment to offer training and materials to the community on how to deter crime and keep the city a safe and livable place in which to live and work.

Continue to support and promote the department's community outreach programs, e.g., community and student academies, Coffee with a Cop, neighborhood watch, volunteer program, and personal safety workshops.

Continue to partner with the Beaverton School District to provide safe school environments free of drugs, harassment, bullying, and school violence via the department's school resource officers.

Disseminate information to the community via social media, meetings, training sessions, and public appearances on the philosophy and strategies of community-based policing and how it defines the roles of both police and community in enhancing public safety.

Enhance the department's response to and support of victims of crime.

Progress on 2019 Action Plan:

- Evaluate the capacity needs of the prescription drug drop box program.
  - Completed. The prescription drop box program was eliminated in spring 2019. The department will continue to partner with the U.S. Drug Enforcement Administration (DEA) on "Take Back Day" events.
- Expand the Cadet Program and enhance training to prepare for the Oregon Law Enforcement Challenge (LEC). (DEI Plan PS1.5)
  - Completed and ongoing. BPD conducted a combined academy for new reserve officers and police cadets in 2019. Cadets competed well in the LEC and placed 2nd overall.
- Conduct drug awareness training to students and parents, including the dangers of marijuana and recognizing signs of impairment.
  - Completed and ongoing. BPD participated in a vaping awareness campaign with the school district.
- Continue to conduct internet/cell phone training on cyberbullying and sex crimes for students and parents.
  - Completed and ongoing. SROs conducted multiple presentations at middle schools on the dangers of technology.
- Update volunteer handbook/policy manual to enhance the victim advocate and volunteer programs.
  - Completed. The handbook was revised to include volunteer roles.
- Conduct outreach to the high schools and promote involvement with the Peer Court program. (DEI Plan PS3.4)
  - Completed and ongoing. BPD staff attended a Latino Career Fair to promote the program.
- Continue efforts to specifically engage with and build relationships with community members with diverse cultural backgrounds and experiences. (DEI Plan PS3, PS3.1)
- Completed and ongoing. BPD participated in various activities and events throughout 2019. BPD leadership actively attends Human Rights Advisory Commission (HRAC) and Diversity Advisory Board (DAB) meetings.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0625 COMMUNITY SERVICES	**POLICE CHIEF:** RONDA GROSHONG

Calendar Year 2020 Action Plan:

- Explore new venues and mobile options for the Coffee with a Cop program to improve accessibility and increase opportunities to connect with community members. (DEI Plan PS3.4)
- Execute the move to the new public safety center and acclimate to the new space.
- Work with city departments to increase collaboration on city-wide events planning and enhance community policing opportunities. (DEI Plan PS3.4)
- Provide safety awareness training for library staff and small businesses in the city's core area.
- Continue to engage youth in our diverse community and encourage interest in law enforcement careers through the Cadet program. (DEI Plan PS3.4)
- Explore opportunities to utilize the Public Safety Camera program to enhance patrol capabilities and deter criminal activity.
- Participate in county-wide efforts to develop juvenile justice reform recommendations.
- Continue to conduct internet/cell phone training on cyberbullying and sex crimes for students and parents.
- Continue efforts to specifically engage with and build long-term relationships with community members with diverse cultural backgrounds and experiences. (DEI Plan PS3, PS3.1)

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
Neighborhood Association Committee Meetings Attended	89	99	90 / 118	100
Community Outreach Contacts (Estimated contacts at Document Shredding Events, School Sporting Events, Resource Fairs, Prescription Turn in Events, and Food Vouchers.)	45,588	55,885	45,000 / 61,343[1]	60,000
Number of pounds of collected prescription drugs and over the counter medication at DEA "Take-Back Day" Events	2,500	2,274	2,200 / 1,539[2]	1,500
Hours Donated by Volunteers	5,893	5,479	6,500 / 5,225	5,500
Hours Donated by Reserves and Cadets	3,686	3,375[3]	3,800 / 3,413	3,800
Victim Services				
Community members provided with Victim Services	818	846	775 / 808	825
Number of hours donated by Volunteer Victim Advocates	7,631	6,200	8,000 / 7,172[4]	7,500

FUND	DEPARTMENT:
001 GENERAL	POLICE
PROGRAM:	**POLICE CHIEF:**
0625 COMMUNITY SERVICES	RONDA GROSHONG

Workload Measures (continued):	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
School Outreach				
Hours Spent by SROS (classroom instruction, student interaction, incident resolution, community outreach, meetings)	3,149	5,574	4,500 / 2,902[5]	3,500
Number of police reports taken by SROs	357	469	375 / 372	375
Community Academy				
Number of Academies Held	2	2	2 / 2	2
Number of Participants	41	59	45 / 65	60
Number of Participants in Landlord Training	336	227	250 / 370	300
Hours Spent Training Community Members	59	80	65 / 113	100

[1] Reflects increase in attendance at various events and inclusion of high school sporting events (not previously reported).
[2] Reflects removal of prescription drug drop box.
[3] Reflects fewer reserve officers.
[4] Reflects implementation of 24 hour on-call coverage and training academy for new advocates.
[5] Reflects SRO vacancies and officers on FMLA.

Performance Outcomes and Program Trends:

Community Resource Team:

The Community Resource Team continued to reach out to individuals and businesses and provide crime prevention information. The BPD's Facebook page and Twitter account continue to be viable social media tools for the department. In 2019, BPD's Facebook page "reached" 2,067,831 users and received 18,149 "Likes." BPD has 14,600 Twitter followers. Photos and information tweeted by officers have been well-received by the community and provide a positive communication tool. Connecting through NextDoor is also popular with our community; more than 24,782 households in Beaverton have an account with NextDoor.

The tremendous success of the free document shredding events continued in 2019. The department hosted three events that served more than 2,247 vehicles (compared to five events with 3,630 vehicles in 2018) and collected approximately 8,595 pounds of food for the local food bank. BPD also continued its successful Coffee with a Cop, Shop with a Cop, and Holiday Giving Tree programs in 2019.

The Peer Court program was developed by the BPD more than 30 years ago. Peer Court is designed to give youths the opportunity to participate in the criminal justice system as well as to provide a cause and effect system for them to understand and accept responsibility for their actions. In 2019, the CSD had 34 Peer Court referrals and 192 students participated in the program.

The police department continued with the effective Trespass Agreement program in 2019. The program assists apartment owners, managers, and businesses in deterring criminal activity by providing officers authorization to exclude individuals who display unwelcome behaviors on their property. Over 456 property owners participated in the program in 2019.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0625 COMMUNITY SERVICES	**POLICE CHIEF:** RONDA GROSHONG

School Resource Officer Team:

The School Resource Officer (SRO) team continues to provide a high level of service to 88 public and private elementary, middle, and high schools in Beaverton. As well as performing the duties of a regular patrol officer, such as making arrests and taking reports, SROs also educate students and participate in school functions, such as career days and assemblies. The team also conducts threat assessments and mitigates potential harm to staff and students. The Beaverton School District funds 1 FTE SRO position.

The department continued to conduct its successful Student Academy program at Southridge, Sunset, Beaverton, and Mountainside High Schools, as well as the summer Advanced Student Academy. More than 150 students participated in the academies. The program creates opportunities for engagement with diverse student populations and facilitates interest in the Police Cadet program and careers with BPD.

Volunteer Program:

The department continues to benefit from 97 police volunteers and 27 victim advocates who donate their time, knowledge, compassion, and skills to assist with department programs such as Peer Court, free document shredding events, victim services, lobby greeters of the Griffith Drive building, administrative functions, department tours, and special department/community events. Volunteers and advocates donated more than 12,397 hours (5,225 police volunteer hours and 7,172 victim advocate hours) in 2019, which is equivalent to about 6 FTE, and a value of $315,256. Making effective use of the talents and resources available within our community is prudent, and increases understanding and trust between police and community members.

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

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0626 PHOTO RADAR PROGRAM	**POLICE CHIEF:** RONDA GROSHONG

Program Goal:
To reduce driving speeds in the City's neighborhoods, school zones, and on major streets through public awareness and driver behavior modification.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.75	0.75	0.75	0.75	0.75
PERSONNEL SERVICES	$377,896	$284,823	$400,684	$310,865	$310,865
MATERIALS & SERVICES	219,507	115,164	170,176	173,565	173,565
TRANSFERS					
TOTAL	**$597,403**	**$399,987**	**$570,860**	**$484,430**	**$484,430**

Program Objectives (services provided):
Reduce the incidents of speeding in Beaverton neighborhoods, school zones, and on major streets.

Develop and select enforcement areas with the use of statistical analysis and community input. The criteria for selecting photo radar locations include: history of excessive speeding, risk for crashes, history of community member complaints, mixed use of the roadway, special circumstances such as construction zones, and use by emergency vehicles.

Operate two photo radar vans. The vans are deployed 20 percent of the time in school zones (when schools are in session), 35 percent of the time in neighborhoods, and 45 percent of the time on major streets identified as having a problem with speeding.

Workload Measures:	**2017 CY Actual**	**2018 CY Actual**	**2019 CY Budgeted/Actual**	**2020 CY Adopted**
Enforcement Hours Per Month	426	232*	500 / 318	450
Vehicles Monitored By Photo Radar	1,419,564	731,801*	1,555,000 / 1,249,338	1,300,000
Vehicles Monitored Per Hour	279	178*	280 / 328	340
Vehicles Traveling Over Posted Speed	14,253	5,663*	14,000 / 9,144	9,500
Violations Per Hour	2.73	1.38*	2.8 / 2.4	2.5
Citations Issued	9,956	3,521*	9,500 / 4,533	4,700

*Reflects new vendor transition and non-deployment of vans for approximately six months.

Progress on 2019 Action Plan:

- Evaluate current and potential new photo radar locations and determine where vans are most needed in the city.
  - Ongoing. BPD continues to evaluate new enforcement locations for consideration.
- Update information about the Photo Enforcement program on BPD's website.
  - In progress. Working with the PIO to create an educational video.
- Work with new photo enforcement vendor to enhance efficiency and effectiveness of the photo radar program.
  - Ongoing. Staff continues to work with our photo enforcement vendor to improve the effectiveness of the photo radar program and resolve new system issues.

Calendar Year 2020 Action Plan:

- Continue to evaluate current and potential new photo radar locations and determine where vans are most needed in the city.
- Continue to work with photo enforcement vendor to enhance efficiency and effectiveness of the photo radar program.

Performance Outcomes and Program Trends:
The department remains committed to reducing speeds in the City's neighborhoods, school zones, and on major streets. The agency will continue to help foster a safer community through the ongoing deployment of photo radar throughout the city. This tool allows the department to focus on the streets with the highest occurrence of speeding, while at the same time promoting safety throughout Beaverton neighborhoods, school zones, and other major streets.

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

FUND:	**DEPARTMENT:**
001 GENERAL	POLICE
PROGRAM:	**POLICE CHIEF:**
0627 INTERSECTION PHOTO ENFORCEMENT	RONDA GROSHONG

Program Goal:

To encourage a high quality of neighborhood livability and safety. To make motorists feel safe when entering intersections, without the fear and danger presented by a red light violator. To increase the safety of community members on Beaverton's roads and to decrease the incidents of speeding and red light violations.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.25	0.25	3.50	3.50	3.50
PERSONNEL SERVICES	$66,244	$105,880	$303,694	$430,296	$430,296
MATERIALS & SERVICES	291,453	365,485	481,572	474,972	474,972
TRANSFERS					
TOTAL	**$357,697**	**$471,365**	**$785,266**	**$905,268**	**$905,268**

Program Objectives (services provided):
To increase the safety and quality of life for our residents by reducing speeding and the number of red light running incidents within the City of Beaverton.

To educate the public to the dangers of red light running and promote awareness of the Intersection Photo Enforcement Program.

To increase the safety and quality of life for our residents by reducing the number of crashes and associated injuries from speeding and red light violations.

To evaluate the effectiveness of the program, including citation issuance, delivery, and adjudication.

Progress on 2019 Action Plan:

- Evaluate the safety of intersections in the city and consider potential expansion of program.
  - Ongoing. BPD worked with engineering and operations staff to evaluate new locations.
- Develop educational materials to help reduce Right Turn on Red violations.
  - In progress. Working with PIO to develop educational materials.
- Explore staffing solutions to address increased work volume resulting from the expanded intersection photo enforcement program.
  - Completed. City Council approved the addition of 1 FTE Traffic Safety Support Specialist and 1 FTE Retired Officers – Intersection Speed in October 2019.

Calendar Year 2020 Action Plan:

- Develop educational materials to help reduce Right Turn on Red violations.
- Evaluate the safety of intersections in the city and consider potential expansion of program.
- Complete the move and acclimate operations to the new building. Collaborate with the Municipal Court to ensure a smooth transition and effective coordination of services between two locations.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0627 INTERSECTION PHOTO ENFORCEMENT	**POLICE CHIEF:** RONDA GROSHONG

Workload Measures:	**Calendar Year 2017 Actual**	**Calendar Year 2018 Actual**	**Calendar Year 2019 Budgeted/Actual**	**Calendar Year 2020 Adopted**
Number of Intersections With Intersection Photo Enforcement Detection	4	4	6/4	4
Red Light Camera Citations	8,233	6,022[1]	8,300 / 6,351	7,000
Intersection Speeding Citations			20,400[2] / 21,459	25,000

[1] Reflects new vendor transition.
[2] New performance measure.

Performance Outcomes and Program Trends:

The department continues to evaluate the effectiveness of the program, including citation issuance, delivery and adjudication. In 2017, the Oregon legislature amended state law to allow cities to issue speeding citations from the same camera and sensor system used to enforce red light violations.

In 2018, BPD transitioned to a new vendor and installed intersection speed enforcement equipment at four existing red light camera intersections. Two intersections were activated with speed enforcement in 2018 and two in 2019. Implementation of intersection speed enforcement significantly increased the volume of work and 2 FTE (1 FTE Retired Officer-Intersection Speed and 1 FTE Traffic Safety Program Specialist) were added mid-year FY 19-20 to help support the program. Additional intersections will be evaluated in FY 20-21 for potential program expansion.

FUND: 001 GENERAL	**DEPARTMENT:** POLICE
PROGRAM: 0637 JUSTICE ASSISTANCE GRANT (JAG)	**POLICE CHIEF:** RONDA GROSHONG

Program Goal:

To increase the police department's effectiveness and efficiency of criminal justice systems, processes, and procedures with the federal grants awarded through the U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) program.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIAL & SERVICES	$0	$9,224	$33,926	$0	$0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$0**	**$9,224**	**$33,926**	**$0**	**$0**

Program Objectives:

The objectives and performance measurements for this program are established in the approved Justice Assistance Grant (JAG) program grant applications and grant awards.

Performance Outcomes and Program Trends:

The department's 2018 JAG grant was awarded in July 2019 and funds will be used to purchase speed measuring devices, high visibility vests, and computer equipment. The funds are expected to be depleted in FY 19-20.

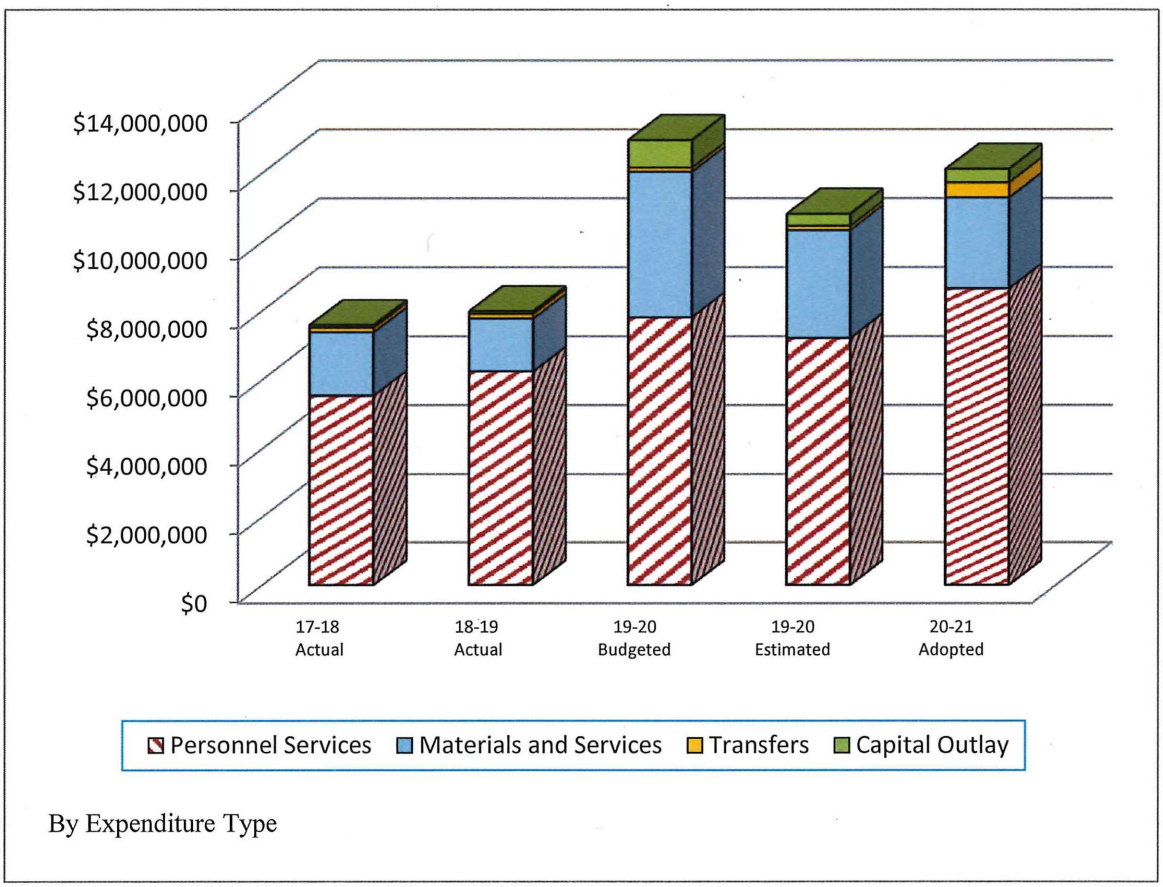
The department's 2019 JAG grant was awarded in September 2019 and funds will be used to purchase speed measuring devices and mobile data computers. The funds will be depleted in FY 19-20.

COMMUNITY DEVELOPMENT

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

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT
ADOPTED FY 2020-21

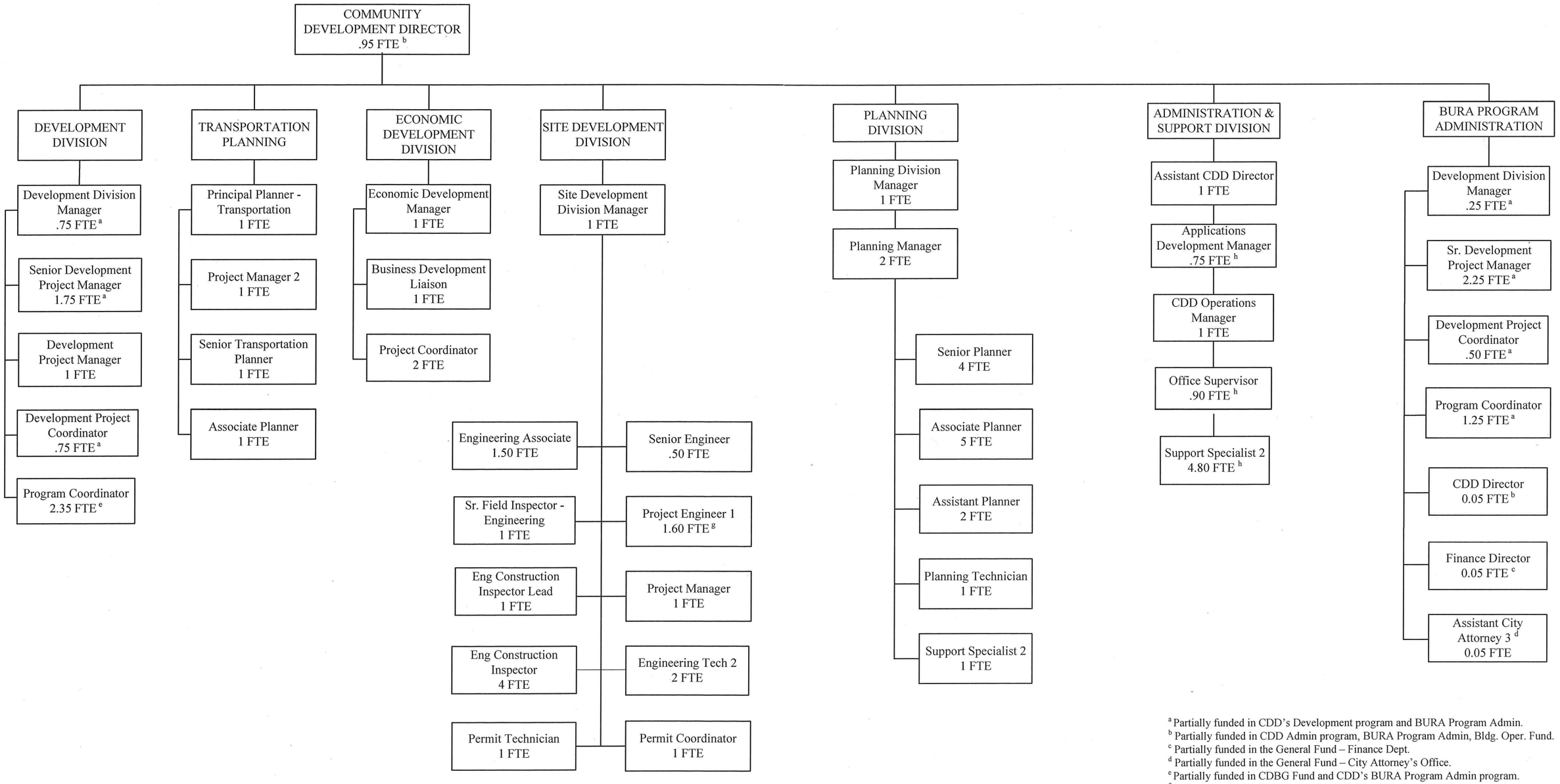


By Expenditure Type

Community Development Department

General Fund

FY 2020-21 BUDGETED POSITIONS



[a] Partially funded in CDD's Development program and BURA Program Admin.
[b] Partially funded in CDD Admin program, BURA Program Admin, Bldg. Oper. Fund.
[c] Partially funded in the General Fund – Finance Dept.
[d] Partially funded in the General Fund – City Attorney's Office.
[e] Partially funded in CDBG Fund and CDD's BURA Program Admin program.
[f] Partially funded in the Building Operating Fund and CDD's BURA Program Admin.
[g] Partially funded in the Street / Water / Sewer / Storm Drain funds.
[h] Partially funded in the Building Operating Fund.

FUND:	DEPARTMENT:
001 GENERAL	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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	60.60	59.95	62.95
PERSONNEL SERVICES	$5,534,091	$6,236,105	$7,804,591	$8,215,028	$8,638,347
MATERIALS & SERVICES	1,839,828	1,532,873	4,223,092	2,631,762	2,643,672
CAPITAL OUTLAY	78,595	73,450	803,000	396,000	396,000
TRANSFERS	127,198	136,710	116,102	199,502	430,530
CONTINGENCY	0	0	64,273	61,864	61,864
TOTAL	**$7,579,712**	**$7,979,138**	**$13,011,058**	**$11,504,156**	**$12,170,413**

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.

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	$450,000
Site Development Fees	983,657	1,755,553	1,700,000	1,100,000	1,100,000
Transfers from BURA Program/Activity Fund	0	0	6,872	806,828	1,096,214

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

FUND:	DEPARTMENT:
001 GENERAL	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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.

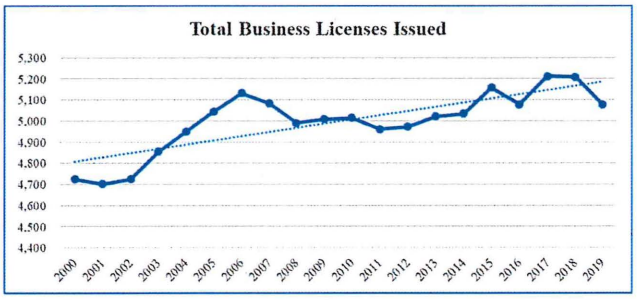
CDD also strives to maintain and enhance the quality of life throughout the city, especially in our existing and emerging neighborhoods. We seek opportunities to provide active transportation, parks, affordable housing, storefront grants and other community-building projects.

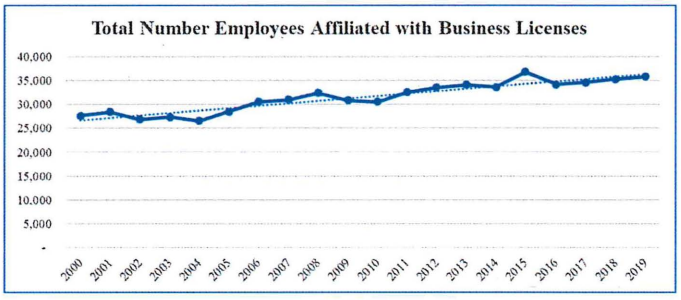
As of March 2020, we anticipated that Beaverton's population may grow by 10,000 residents in the next decade, assuming reasonable economic growth. This growth follows solid community planning and city boundary expansion in 1) greenfield areas such as South Cooper Mountain, Cooper Mountain and the Peterkort 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*

FUND:	DEPARTMENT:
001 GENERAL	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

- *84% of households eligible (623K households)*
- *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.

FUND:	DEPARTMENT:
001 GENERAL	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	**DEPARTMENT HEAD:** 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	9.35
PERSONNEL SERVICES	$716,815	$809,527	$1,108,388	$1,148,070	$1,148,070
MATERIALS & SERVICES	98,624	103,503	232,876	116,421	116,421
CAPITAL OUTLAY	0	0	750,000	396,000	396,000
TRANSFERS	6,737	8,144	4,954	49,968	280,996
TOTAL	**$822,176**	**$921,174**	**$2,096,218**	**$1,710,459**	**$1,941,487**

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*

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	**DEPARTMENT HEAD:** 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 FY 2019-20 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.

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	**DEPARTMENT HEAD:** CHERYL TWETE

Proposed FY 2020-21 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.

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM: 0654 ECONOMIC DEVELOPMENT	**PROGRAM MANAGER:** 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	4.00
PERSONNEL SERVICES	$496,825	$528,115	$571,197	$591,224	$591,224
MATERIALS & SERVICES	815,720	619,542	1,391,058	674,432	674,432
CAPITAL OUTLAY					
TRANSFERS	8,578	8,982	6,606	6,969	6,969
TOTAL	**$1,321,123**	**$1,156,639**	**$1,968,861**	**$1,272,625**	**$1,272,625**

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 Adopted
Attend events and meetings with businesses and partner organizations to raise the profile of Beaverton to the business community within the region	52	100	100	100
Number of new marketing materials developed to promote the City's economic development programs, services and accomplishments	10	10	10	10
Number of businesses visited or assisted	80	90	90	90

FUND:	**DEPARTMENT:**
001 GENERAL	COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM:	**PROGRAM MANAGER:**
0654 ECONOMIC DEVELOPMENT	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 restauranteurs 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.

FUND:	**DEPARTMENT:**
001 GENERAL	COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM:	**PROGRAM MANAGER:**
0654 ECONOMIC DEVELOPMENT	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 restauranteurs 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.

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0662 DEVELOPMENT DIVISION	**PROGRAM MANAGER:** 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	11.10	6.60	7.85
PERSONNEL SERVICES	$903,889	$1,174,027	$1,556,393	$946,520	$1,127,677
MATERIALS & SERVICES	368,574	478,945	1,445,508	1,210,776	1,210,776
CAPITAL OUTLAY					
TRANSFERS	9,767	9,251	16,514	18,582	18,582
TOTAL	**$1,282,230**	**$1,662,223**	**$3,018,415**	**$2,175,878**	**$2,357,035**

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.**

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0662 DEVELOPMENT DIVISION	**PROGRAM MANAGER:** CADENCE PETROS

Performance Outcomes:

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Projected/ Revised**	**FY 2020-21 Adopted**
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.

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0662 DEVELOPMENT DIVISION	**PROGRAM MANAGER:** 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.

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0676 PLANNING DIVISION	**PROGRAM MANAGER:** 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	16.00
PERSONNEL SERVICES	$1,611,902	$1,673,694	$2,053,261	$2,113,917	$2,113,917
MATERIALS & SERVICES	283,991	191,081	558,685	374,093	374,093
CAPITAL OUTLAY					
TRANSFERS	43,535	41,820	44,038	45,294	45,294
TOTAL	**$1,939,428**	**$1,906,595**	**$2,655,984**	**$2,533,304**	**$2,533,304**

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	$450,000

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 Adopted**
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

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0676 PLANNING DIVISION	**PROGRAM MANAGER:** 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

FUND:	**DEPARTMENT:**
001 GENERAL	COMMUNITY DEVELOPMENT DEPT.
PROGRAM:	**PROGRAM MANAGER:**
0696 BURA PROGRAM ADMINISTRATION	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	0.50	4.40	6.15
PERSONNEL SERVICES	$0	$0	$5,997	$704,101	$946,263
MATERIALS & SERVICES	0	0	0	0	11,910
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$0**	**$0**	**$5,997**	**$704,101**	**$958,173**

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

FUND:	**DEPARTMENT:**
001 GENERAL	COMMUNITY DEVELOPMENT DEPT.
PROGRAM:	**PROGRAM MANAGER:**
0696 BURA PROGRAM ADMINISTRATION	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

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT DEPT.
PROGRAM: 0696 BURA PROGRAM ADMINISTRATION	**PROGRAM MANAGER:** 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 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND:	**DEPARTMENT:**
001 GENERAL	COMMUNITY DEVELOPMENT DEPT.
PROGRAM:	**PROGRAM MANAGER:**
0701 SITE DEVELOPMENT DIVISION	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	15.60
PERSONNEL SERVICES	$1,288,513	$1,600,122	$2,052,938	$2,088,569	$2,088,569
MATERIALS & SERVICES	185,039	109,164	222,287	107,275	107,275
CAPITAL OUTLAY	78,595	73,450	53,000	0	0
TRANSFERS	52,889	62,914	39,036	68,818	68,818
CONTINGENCY	0	0	64,273	61,864	61,864
TOTAL	**$1,605,036**	**$1,845,650**	**$2,431,534**	**$2,326,526**	**$2,326,526**

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 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND:	**DEPARTMENT:**
001 GENERAL	COMMUNITY DEVELOPMENT DEPT.
PROGRAM:	**PROGRAM MANAGER:**
0701 SITE DEVELOPMENT DIVISION	JODY A YATES

Performance Outcomes and Program Trends:

Workload and Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Projected**	**FY 2020-21 Adopted**
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 *Large subdivisions take longer to review (ex. South Cooper Mountain subdivisions)	50%	50%	80%	80%

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

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	**PROGRAM MANAGER:** 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	4.00
PERSONNEL SERVICES	$516,147	$450,620	$456,417	$622,627	$622,627
MATERIALS & SERVICES	87,880	30,638	372,678	148,765	148,765
CAPITAL OUTLAY					
TRANSFERS	5,692	5,599	4,954	9,871	9,871
TOTAL	**$609,719**	**$486,857**	**$834,049**	**$781,263**	**$781,263**

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/92nd Fanno Creek Trail Project and the Laurelwood Avenue Sidewalk Project;
- Bicycle Advisory Committee (BAC): Staff organized the BAC to support another successful Bike Beaverton;

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	**PROGRAM MANAGER:** 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);

FUND: 001 GENERAL	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	**PROGRAM MANAGER:** JEAN SENECHAL BIGGS

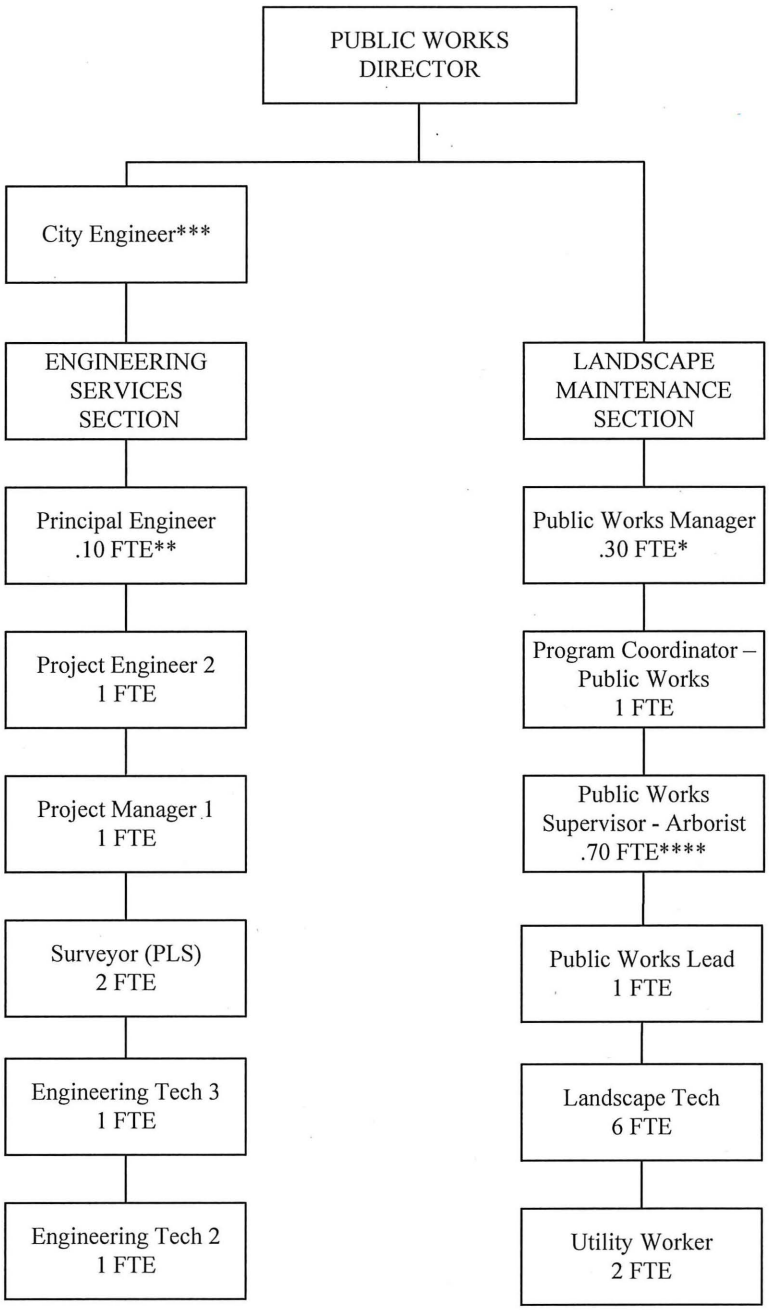
- Bicycle Advisory Committee: Serve as staff liaison to the Bicycle Advisory Committee, facilitate monthly meetings, and undertake the annual recruitment process to identify new members for terms starting in 2021 (DEI Plan PE3.1 & PE 5.2)
- Canyon Road: Continue to partner with ODOT and Metro on the 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);

PUBLIC WORKS – GENERAL FUND

- Engineering Services
- Landscape Maintenance

Public Works Department
General Fund

FY 2020-21 BUDGETED POSITIONS

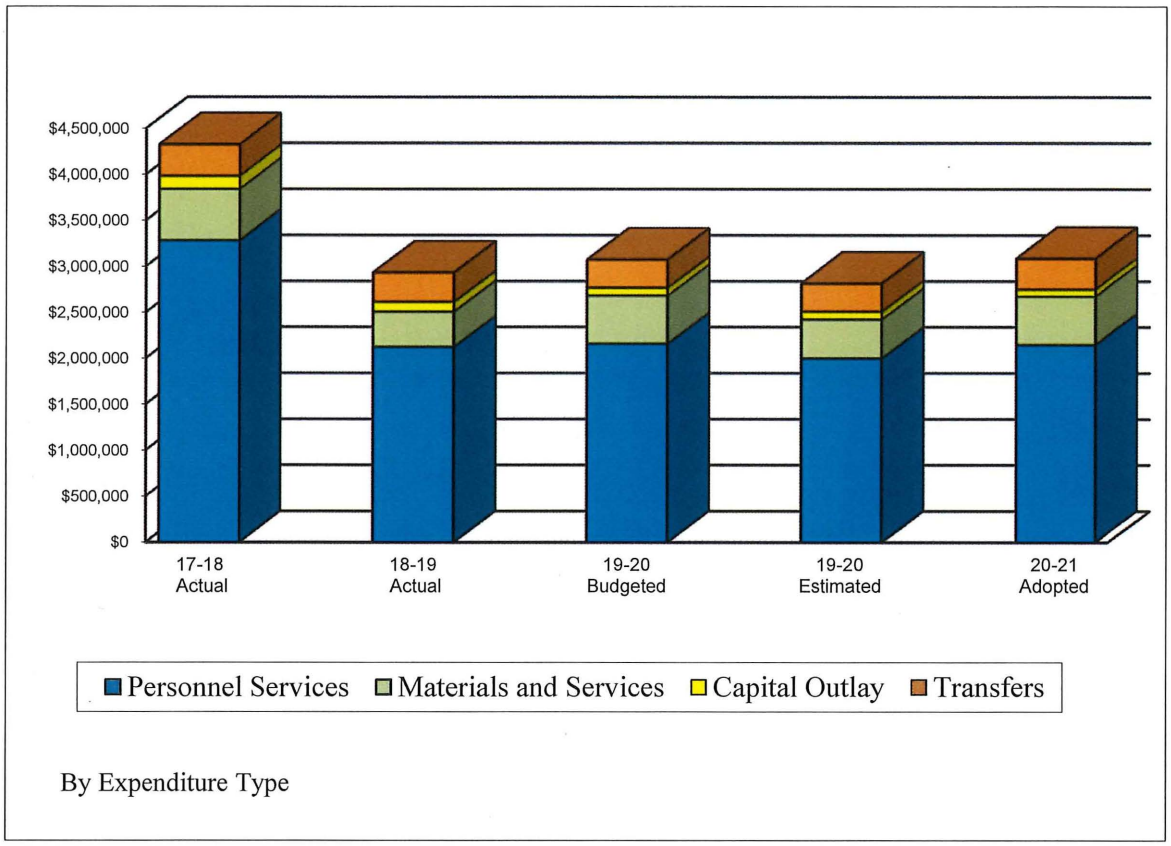


* *Partially funded in Street and Street Lighting Funds*
** *Partially funded in General/Water/Sewer/Storm Drain Funds*
*** *Partially funded in Street/Sewer/Storm Drain Funds*
*****Partially funded in General and Street Funds*

GENERAL FUND

PUBLIC WORKS DEPARTMENT

ADOPTED FY 2020-21



By Expenditure Type

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:
Engineering Services continues to provide in-house survey, design, drafting and project management for a variety of capital improvement projects. In addition, Engineering Services manages multiple engineering consultants and contractors also working on city capital improvement projects.

FY 2020-21 Action Plan:
Thirteen (13) of the 22 projects listed below are expected to be designed in-house, with some tasks outsourced as needed. The design of nine (9) projects is expected to be fully outsourced **.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Goal Area: Provide High Quality Public Services
- Target: Maintain a safe and resilient community
  #22, Use environmental design to reduce property crime

Goal Area: Create a Vibrant Downtown
- Create a recognizable, vibrant, walkable mixed-use downtown
  #63, Add benches, restrooms, bike racks and fountains

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

INVENTORY SUMMARY

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

DEVELOPED LANDSCAPES

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

UNDEVELOPED LANDSCAPES

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

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

Progress on FY 2019-20 Action Plan:

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

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

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

FY 2020-21 Action Plan:

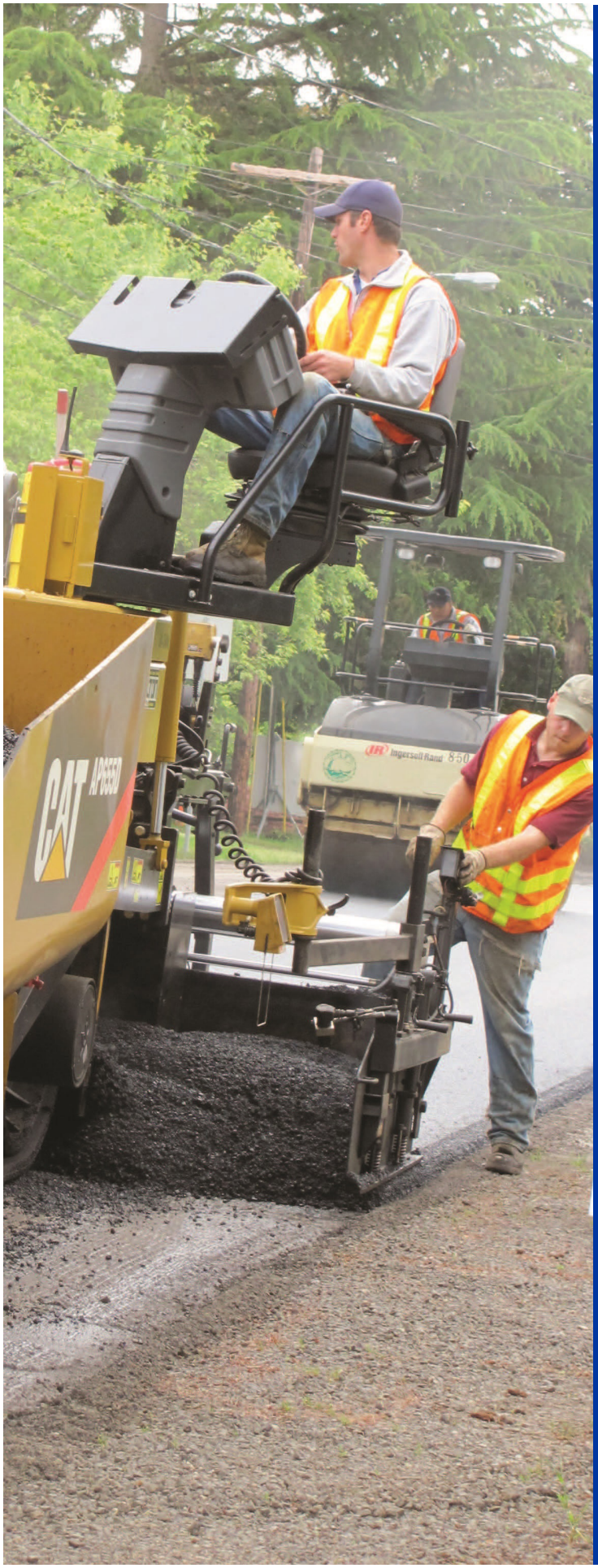
- Crews will continue to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city's investment according to an annual maintenance plan.
- Crews will continue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

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

Performance Outcomes and Program Trends:

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

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



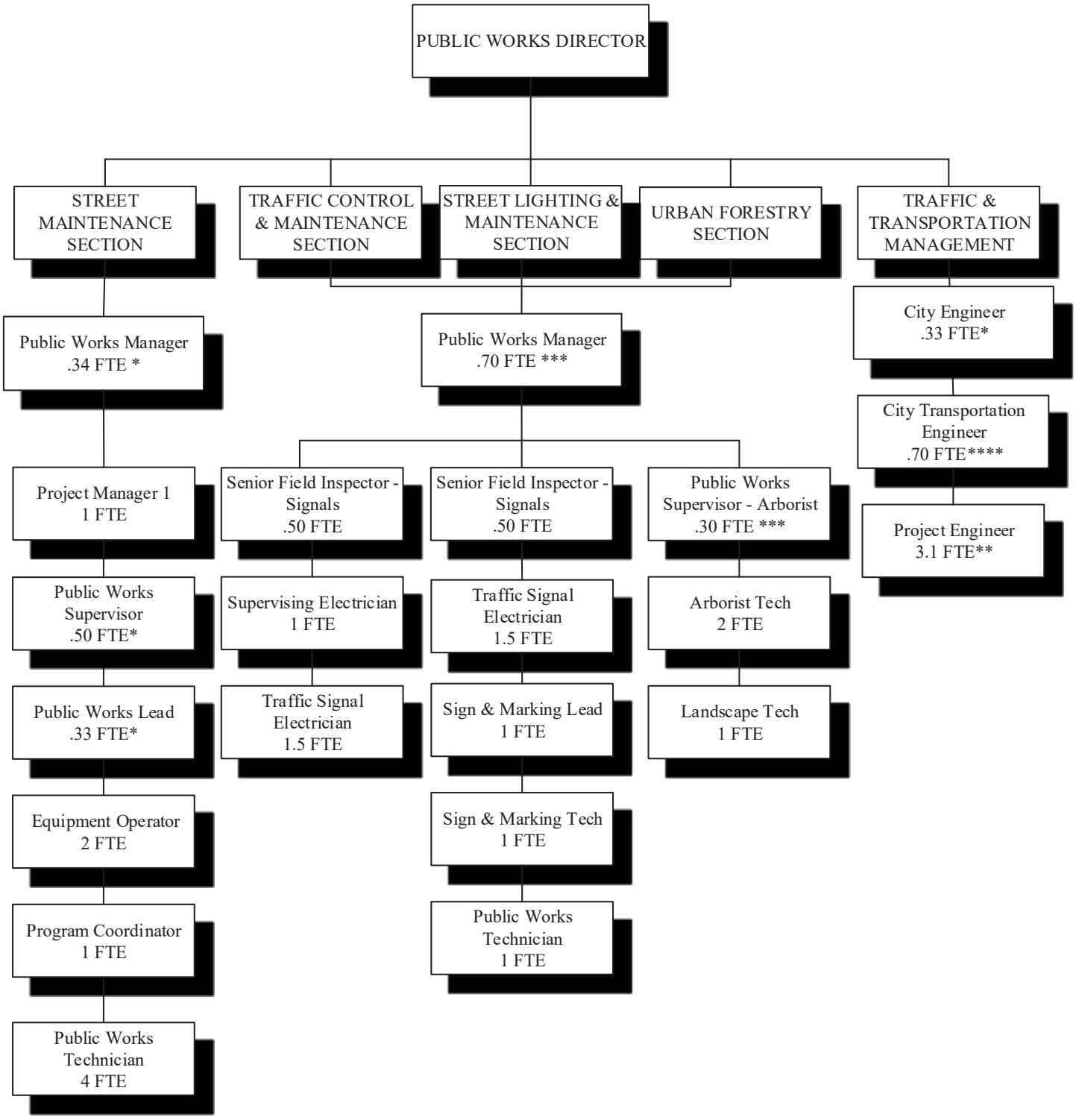
Street Fund

- Street Maintenance
- Traffic Control & Maintenance
- Traffic & Transportation Management
- Urban Forestry Services
- Street Lighting & Maintenance

Beaverton
OREGON

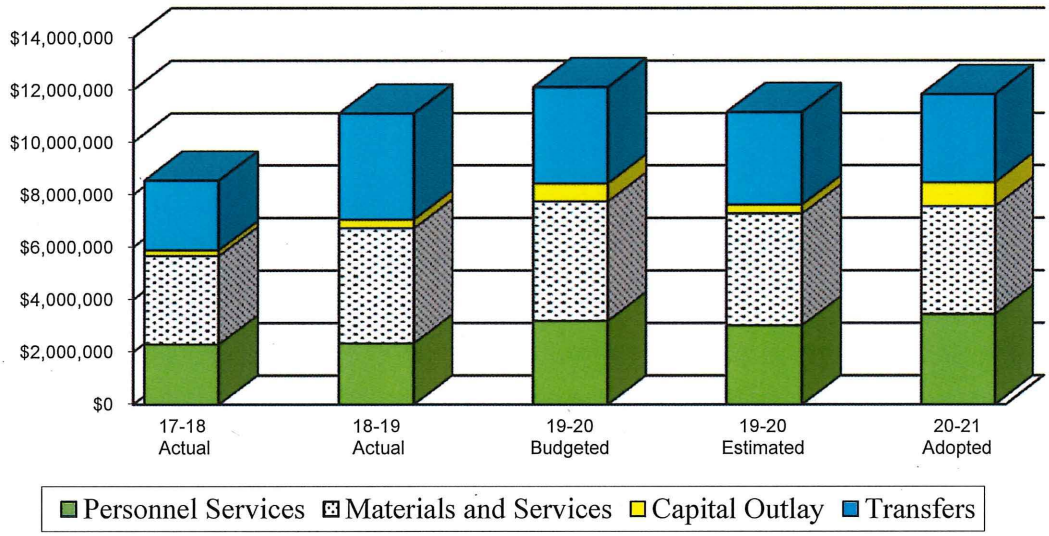
Street Fund

FY 2020-21 BUDGETED POSITIONS

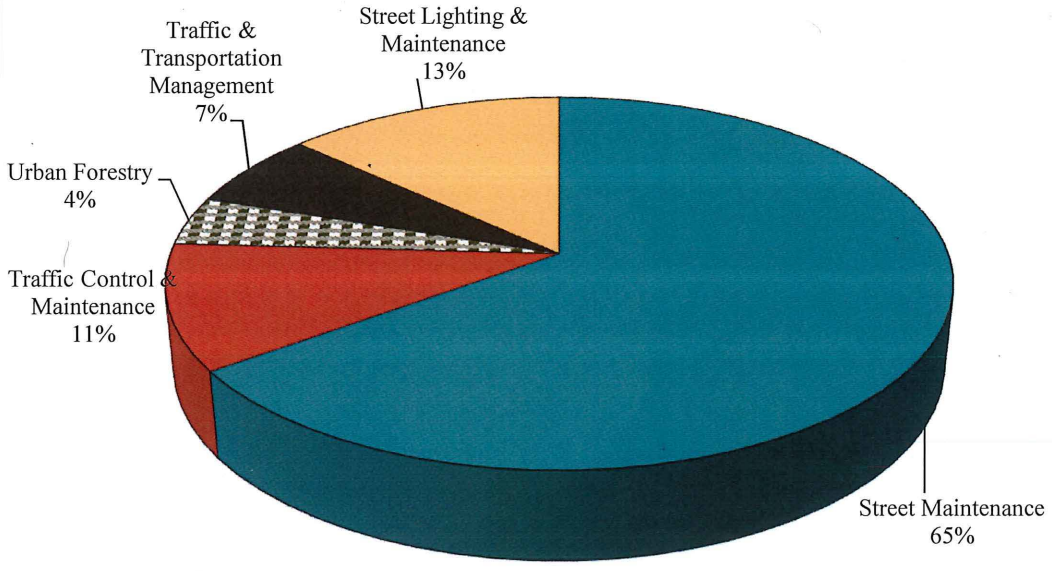


* *Partially funded in Street/Sewer/Storm Drain Funds*
** *Partially funded in General/Street/Water/Sewer/Storm Drain Funds*
*** *Partially funded in General Fund*
**** *Partially funded in Traffic Impact/Development Tax Fund*

STREET FUND
ADOPTED FY 2020-21



By Expenditure Type



By Program

STREET FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$6,514,919	$9,028,297	$9,365,000	$8,486,352	$8,479,000
Interest on investments	51,095	86,716	94,000	94,000	51,900
Right-of-Way fees	600,000	300,000	1,515,732	1,515,732	1,865,013
Project engineering charges	15	0	0	70,000	70,000
Miscellaneous	116,952	96,042	156,000	156,000	75,000
Sub Total Revenues	$7,282,981	$9,511,055	$11,130,732	$10,322,084	$10,540,913
Expenditures:					
Personnel services	$2,068,694	$2,154,633	$3,182,464	$3,011,466	$3,435,915
Materials & services	2,572,160	3,611,432	4,560,267	4,268,153	4,120,075
Capital outlay	212,263	329,989	683,055	334,641	902,450
Sub Total Expenditures	$4,853,117	$6,096,054	$8,425,786	$7,614,260	$8,458,440
Revenues Over/Under Expenditures	$2,429,864	$3,415,001	$2,704,946	$2,707,824	$2,082,473
Other financing sources (uses):					
Transfers in	$0	$616,649	$0	$0	$0
Transfers out	(2,548,798)	(3,381,851)	(3,668,007)	(3,527,007)	(3,361,923)
Total Other Financing Sources (Uses):	($2,548,798)	($2,765,202)	($3,668,007)	($3,527,007)	($3,361,923)
Net Change in Fund Balance	($118,934)	$649,799	($963,061)	($819,183)	($1,279,450)
Fund Balance/Working Capital Beginning of Year	3,780,729	3,661,795	4,311,594	4,311,594	3,492,411
Fund Balance (Contingency)/Working Capital End of Year	$3,661,795	$4,311,594	$3,348,533	$3,492,411	$2,212,961

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to maintain a contingency of 11% of annual expenditures (including transfers out) on a budgetary basis and 17% on an actual basis. The fund's contingency totals $2,212,961 which is 18.7% of operating expenditures.

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	21.45	22.20	24.80	25.30	25.30
PERSONNEL SERVICES	$2,287,797	$2,328,599	$3,182,464	$3,435,915	$3,435,915
MATERIALS & SERVICES	3,380,760	4,392,027	4,560,267	4,120,075	4,120,075
CAPITAL OUTLAY	212,263	329,989	683,055	902,450	902,450
TRANSFERS	2,654,037	4,040,080	3,668,007	3,361,923	3,361,923
CONTINGENCY	0	0	3,348,533	2,212,961	2,212,961
TOTAL	**$8,534,857**	**$11,090,695**	**$15,442,326**	**$14,033,324**	**$14,033,324**

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

Services and Trends:

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

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

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

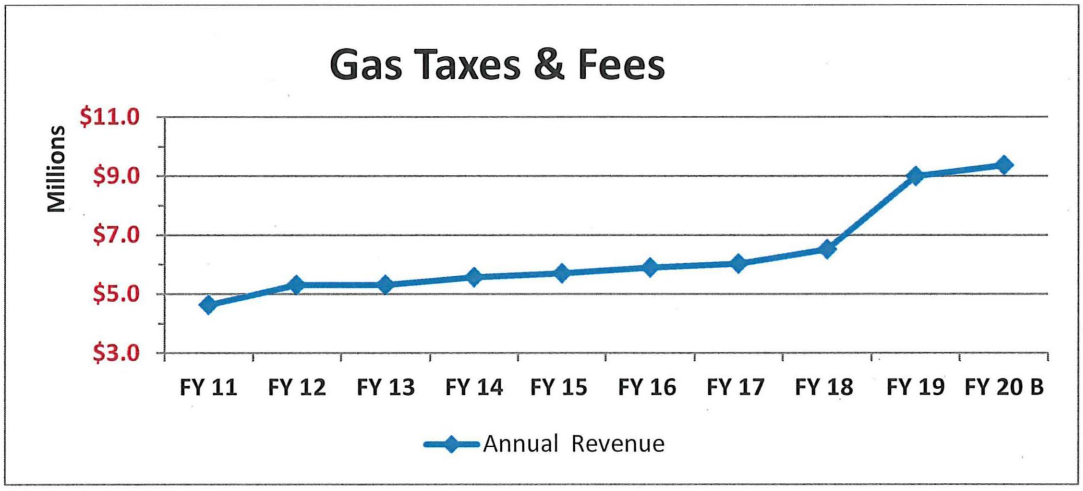
FUND: 101 STREET	**DEPARTMENT:** PUBLIC WORKS
	DEPARTMENT HEAD: CHAD LYNN

Here is a summary of those revenue projections:

Table 2. Forecast of Beaverton's Share of New State and County Revenue

Revenue Source	*FY 2017-18 ($)*	*FY 2018-19 ($)*	*FY 2026-27 ($)*	*Annual Average 2018-2027 ($)*
State Transportation Package (House Bill 2017)	644,700 *(partial year)*	1,401,800	3,043,500	2,000,385
Washington County Vehicle Registration Fee	-	1,590,000	3,450,000	2,410,000
TOTAL	**644,700**	**2,991,800**	**6,493,500**	**4,410,385**

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



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

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

- Broaden the city's five-to-ten-year capital improvement plan to include all aspects of the rights-of-way (e.g., ramps, sidewalks, bike lanes and street lights)
- Focus on transportation technology planning and initial deployment.
- Ensure that sidewalk projects and similar public improvements benefit different areas of the city.
- Publicize the city's transportation enhancements.
- Revise and update as needed the city's utilities undergrounding policies

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

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

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

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

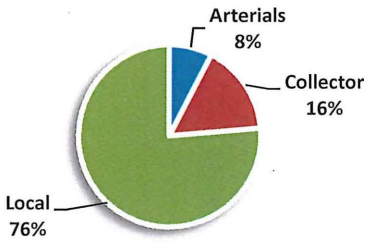
REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.82	6.67	8.67	9.17	9.17
PERSONNEL SERVICES	$681,231	$623,115	$970,973	$1,076,851	$1,076,851
MATERIALS & SERVICES	2,216,088	3,275,143	3,186,090	2,712,900	2,712,900
CAPITAL OUTLAY	161,338	7,470	39,000	223,600	223,600
TRANSFERS	2,357,537	3,171,419	3,386,489	3,028,600	3,028,600
CONTINGENCY	0	0	3,243,286	2,083,881	2,083,881
TOTAL	**$5,416,194**	**$7,077,147**	**$10,825,838**	**$9,125,832**	**$9,125,832**

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

STREET INVENTORY SUMMARY

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

STREET MILEAGE INVENTORY



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

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

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

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

- 2019 Overall Network Pavement Condition Index 75

NETWORK PAVEMENT CONDITION INDEX

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

BRIDGE AND PEDESTRIAN PATH INVENTORY SUMMARY

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

* Foot Bridge added as part of the Crescent Connection CIP 3407, Crescent Path addition.
** Weir Road culvert added as part of Summer Falls subdivision.
***Some small culverts reclassified during Accreditation and CityWorks data entry.

BRIDGE CONDITION ASSESSMENT

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

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

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

Progress on FY 2019-20 Action Plan:
Street maintenance worked to coordinate capital projects with street overlay needs. Capital projects scheduled for FY 19/20 that were coordinated with street overlay work:

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

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

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

FY 2020-21 Action Plan:
Our Transportation priorities are to operate a proactive street maintenance program by improving our sidewalk, pedestrian and bike path infrastructure in a cost effective manner. This year's action plan will continue to coordinate capital projects with street overlay needs:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INVENTORY SUMMARY

Types of Traffic Devices	FY 2018-19	FY 2019-20	FY 2020-21
Traffic Signals	126	127	128
Flashing Beacons at Intersections, Pedestrian Crossings & School Zones	78	91	98
Street Signs:			
Regulatory Signs	6,226	6,324	9,412
Warning Signs	4,752	4,766	2,905
Guide Signs	5,287	5,329	5849
Informative Signs	1,766	1,775	639
Street Markings:*			
a) Thermoplastic	17.7 miles	15.1 miles	12.6 miles
b) Dura Line	132.9 miles	135.5 miles	138.0 miles
Total Miles Maintained	150.6 miles	150.6 miles	150.6 miles

Note: The traffic signal system is maintained by the city, however, 64 signals are owned by the city, 31 by the state and 33 by the county.
* As new roads are constructed or overlaid, the type of striping materials used will convert to either Duraline or Thermoplastic, resulting in the elimination of buttoning and painted lines.

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

CONDITION ASSESSMENT

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.53	3.53	4.13	4.13	4.13
PERSONNEL SERVICES	$393,600	$419,129	$642,064	$696,807	$696,807
MATERIALS & SERVICES	26,132	26,215	27,955	59,850	59,850
CAPITAL OUTLAY					
TRANSFERS	137,385	127,780	143,057	140,082	140,082
CONTINGENCY	0	0	22,932	26,153	26,153
TOTAL	**$557,117**	**$573,124**	**$836,008**	**$922,892**	**$922,892**

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

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

Work in this program supports the Beaverton Community Vision Plan:

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

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

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

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

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

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

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

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

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

Progress on FY 2020-21 Action Plan:
During FY 20-21 crews continued to maintain the city's urban forest through its annual work plan. Continued efforts were made to educate the community, developers and business community about proper tree planting, maintenance, and health practices. Crews continued providing assistance to other City departments and surrounding jurisdictions related to urban forestry. Crews

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

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

FY 2020-21 Action Plan:
During FY 20-21, crews will continue to maintain the city's urban forest at an acceptable level through its annual work plan and through continued efforts to educate the community, business, and developers on proper tree care, maintenance and preservation practices. Crews will continue to provide assistance to other City departments and surrounding jurisdictions related to urban forestry. Efforts will continue in developing accurate inventories and maps of city maintained trees along with other items utilizing asset management software which will enable the city to again obtain the designations of "Tree City USA", continued accreditation of the program through the Society of Municipal Arborists,"Tree Cities of the world" recognition, and Meet goals of the American Public Works Association "APWA". Efforts will continue in the area of tree planting through projects coordinated with the community, private development and involvement of "Friends of Trees".

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

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

Condition assessment:

CITY MAINTAINED TREES

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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

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

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

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

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

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

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

STREET LIGHT SYSTEMS

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

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

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

Progress on FY 2019-20 Action Plan:
During FY19-20, crews continued to maintain the city's street lighting system through preventative maintenance, replacement of worn out equipment or equipment destroyed in vehicular accidents as well as responding to reported outages for repair. The crews continued to evaluate roadways and pathways which currently do not have lighting or lack adequate light levels and have created a priority list of new lights to be installed. Crews continued to retrofit existing high pressure sodium fixtures with new LED fixtures improving the efficiency of the cities lighting system. Several styles of LED street lighting fixtures were field tested, allowing staff to evaluate performance for recommended changes to the city's engineering design manual as this technology continues to improve. Efforts continued to develop and maintain the cities current lighting system mapping and inventory for efficient maintenance of these lights.

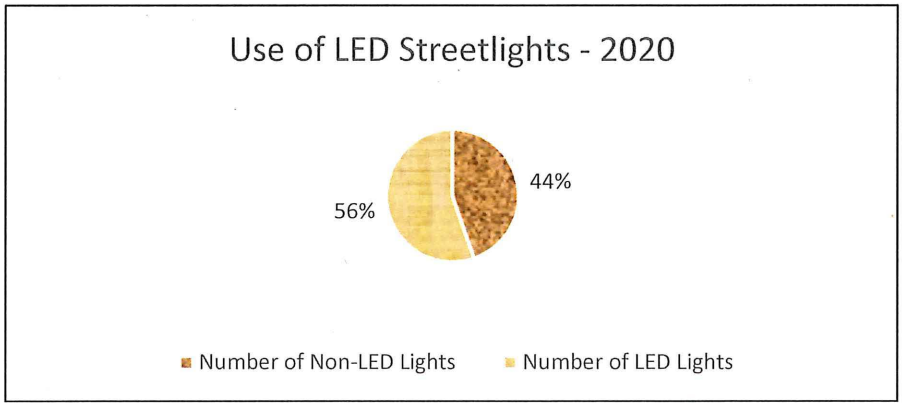
FY 2020-21 Action Plan:
During FY20-21, crews will continue to maintain the city's street light system through preventative maintenance, replacement of worn out equipment, equipment destroyed in vehicular accidents as well as responding to outages for repair within 48 hours. Crews will continue to focus efforts on projects that replace old worn and out dated lighting with energy efficient LED technology.

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

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

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

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



Metro Affordable Housing Bond Fund

Beaverton
OREGON

METRO AFFORDABLE HOUSING BOND FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$0	$0	$3,000,000	$3,000,000	$9,000,000
Interest on investments	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$0	$0	$3,000,000	$3,000,000	$9,000,000
Expenditures:					
Personnel services	$0	$0	$0	$0	$0
Materials & services	0	0	3,000,000	3,000,000	9,000,000
Capital outlay	0	0	0	0	0
Sub Total Expenditures	$0	$0	$3,000,000	$3,000,000	$9,000,000
Revenues Over/Under Expenditures	$0	$0	$0	$0	$0
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	0	0	0	0	0
Total Other Financing Sources (Uses):	0	0	0	0	0
Net Change in Fund Balance	$0	$0	$0	$0	$0
Fund Balance/Working Capital Beginning of Year	0	0	0	0	0
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$0	$0	$0

FUND:	**DEPARTMENT:**
104 METRO AFFORDABLE HOUSING BOND FUND	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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	$9,000,000
TRANSFERS					
CONTINGENCY					
TOTAL	**$0**	**$0**	**$3,000,000**	**$9,000,000**	**$9,000,000**

Funding Sources:	**FY 2017-18**	**FY 2018-19**	**FY 2019-20**	**FY 2020-21**	**FY 2020-21**
Metro Affordable Housing Bond Revenues	$0	$0	$3,000,000	$9,000,000	$9,000,000

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 1st & 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.

FUND:	**DEPARTMENT:**
104 METRO AFFORDABLE HOUSING BOND FUND	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Bond supported affordable housing built	New measure	75 units / 0	54

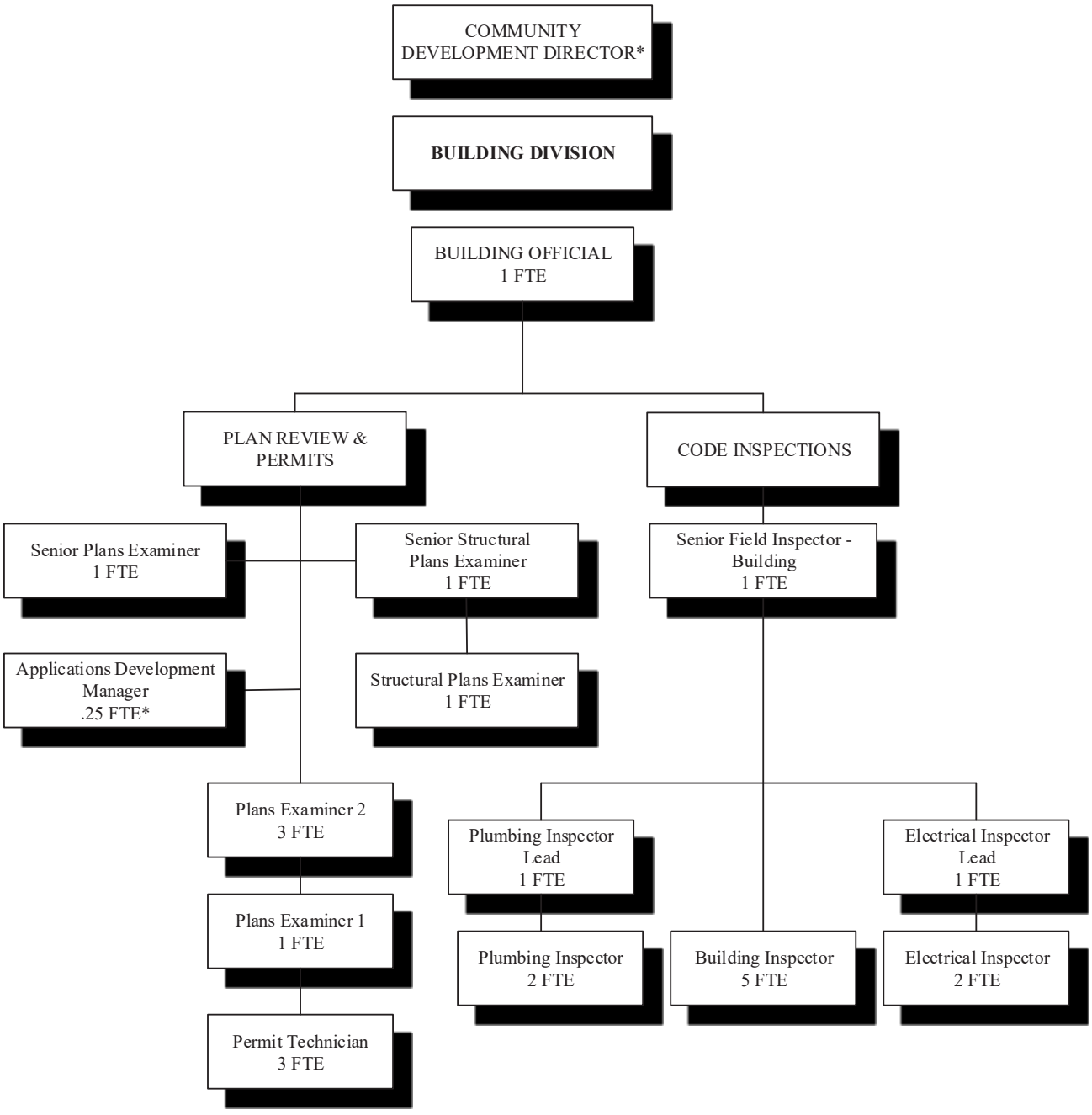
Building Operating Fund

- Administration
- Plan Review & Permits
- Inspections

Beaverton
OREGON

Building Operating Fund

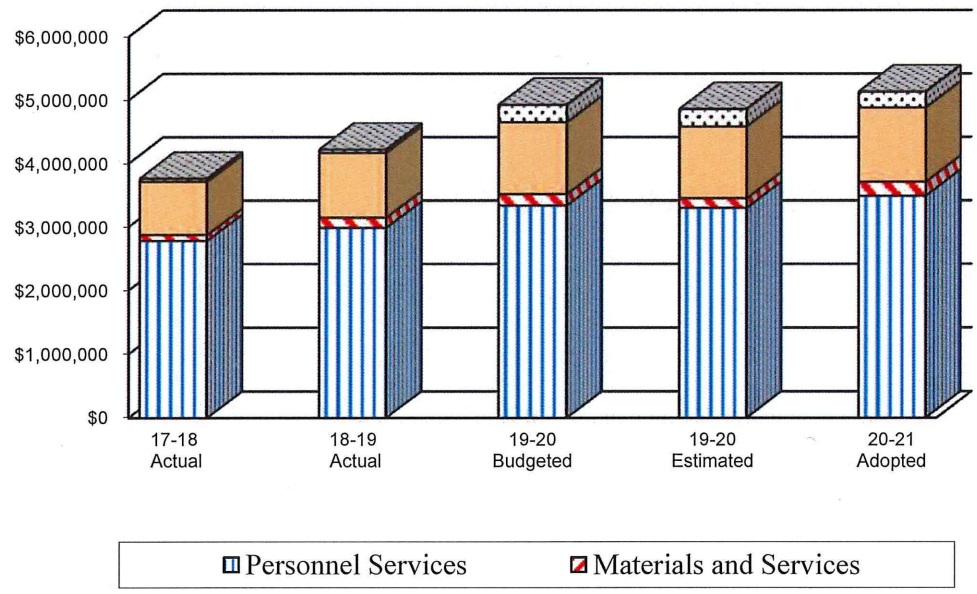
FY 2020-21 BUDGETED POSITIONS



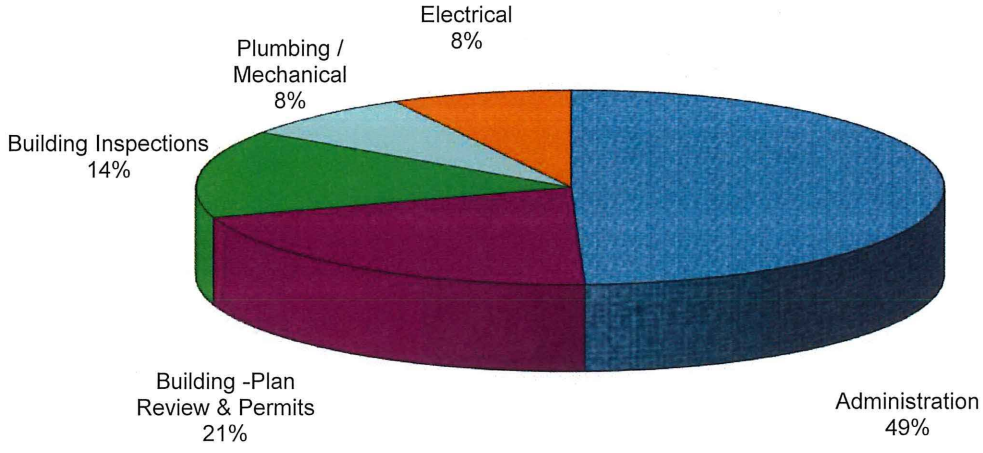
*Partially funded in General Fund – Community Development Department

BUILDING OPERATING FUND

EXPENDITURES
ADOPTED FY 2020-21



By Expenditure Type



By Program

BUILDING OPERATING FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Building permits & fees	$3,299,994	$3,943,369	$4,883,125	$4,550,000	$4,927,125
Interest on investments	34,351	43,689	52,500	52,500	31,800
Miscellaneous	101,327	69,319	50,000	100,000	100,000
Sub Total Revenues	$3,435,672	$4,056,377	$4,985,625	$4,702,500	$5,058,925
Expenditures:					
Personnel services	$2,779,054	$2,983,022	$3,335,236	$3,297,272	$3,487,566
Materials & services	94,210	159,933	179,252	150,099	218,669
Capital outlay	47,437	49,698	276,500	276,500	250,000
Sub Total Expenditures	$2,920,701	$3,192,653	$3,790,988	$3,723,871	$3,956,235
Revenues Over/Under Expenditures	$514,971	$863,724	$1,194,637	$978,629	$1,102,690
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(838,553)	(1,023,446)	(1,132,030)	(1,132,030)	(1,172,641)
Total Other Financing Sources (Uses):	($838,553)	($1,023,446)	($1,132,030)	($1,132,030)	($1,172,641)
Net Change in Fund Balance	($323,582)	($159,722)	$62,607	($153,401)	($69,951)
Fund Balance/Working Capital Beginning of Year	1,853,820	1,530,238	1,370,516	1,370,516	1,217,115
Fund Balance (Contingency)/Working Capital End of Year	$1,530,238	$1,370,516	$1,433,123	$1,217,115	$1,147,164

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to establish an amount equal to 42% on a budgetary and actual basis. For FY 2020-21, this equals $1,610,242 (using total expenditures and other financing sources and uses less Program 0665, Building Plan Review and Permits). The contingency would allow building inspection activity to continue during a potential downturn in building permits revenues. The fund's contingency totals $1,147,164 which is 22% of operating expenses.

FUND:	**DEPARTMENT:**
105 BUILDING OPERATING	COMMUNITY DEVELOPMENT
	PROGRAM MANAGER: 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	23.60
PERSONNEL SERVICES	$2,779,054	$2,983,022	$3,335,236	$3,564,631	$3,487,566
MATERIALS & SERVICES	94,210	159,933	179,252	218,669	218,669
CAPITAL OUTLAY	47,437	49,698	276,500	250,000	250,000
TRANSFERS	838,553	1,023,446	1,132,030	1,095,632	1,172,641
CONTINGENCY	0	0	1,433,123	1,147,108	1,147,164
TOTAL	**$3,759,254**	**$4,216,099**	**$6,356,141**	**$6,276,040**	**$6,276,040**

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	$1,217,115
Building Permit Fees	1,477,981	1,602,918	2,400,000	2,444,000	2,444,000
Plan Check Fee Commercial	667,228	775,968	675,000	675,000	675,000
Plan Check Fee Residential	152,159	344,738	220,000	220,000	220,000
Plan Check Fee Fire Safety	336,866	412,811	400,000	400,000	400,000
Plumbing & Mechanical	255,633	374,215	590,000	590,000	590,000
Electrical Inspection Fees	407,302	426,469	590,000	590,000	590,000
Sewer Inspection Fees	2,825	6,250	8,125	8,125	8,125
Miscellaneous Revenue	135,678	113,009	102,500	131,800	131,800

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

FUND: 105 BUILDING OPERATING	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	**PROGRAM MANAGER:** 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	2.10
PERSONNEL SERVICES	$299,690	$262,603	$307,336	$363,118	$343,849
MATERIALS & SERVICES	81,279	153,337	138,999	187,524	187,524
CAPITAL OUTLAY	47,437	49,698	276,500	250,000	250,000
TRANSFERS	838,553	1,023,446	1,132,030	1,095,632	1,172,641
CONTINGENCY	0	0	1,433,123	1,147,108	1,147,164
TOTAL	**$1,266,959**	**$1,489,084**	**$3,287,988**	**$3,043,382**	**$3,101,178**

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;
- Plan reviews initiated within the target time frames for the Building Division;

FUND: 105 BUILDING OPERATING	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	**PROGRAM MANAGER:** KIMBERLEE MCARTHUR

- 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.

FUND: 105 BUILDING OPERATING	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	**PROGRAM MANAGER:** 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 Adopted**
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 Adopted**
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

FUND:	**DEPARTMENT:**
105 BUILDING OPERATING	COMMUNITY DEVELOPMENT
PROGRAM:	**PROGRAM MANAGER:**
0665 PLAN REVIEW AND PERMITS	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	9.75
PERSONNEL SERVICES	$949,421	$1,037,091	$1,214,077	$1,341,783	$1,283,987
MATERIALS & SERVICES	3,425	3,002	11,455	10,980	10,980
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$952,846**	**$1,040,093**	**$1,225,532**	**$1,352,763**	**$1,294,967**

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 Adopted**
Single-Family Plan Review				
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
Commercial Alteration Plan Review				
Number of reviews per year (Initial Review)	790	349	775	600
Number of plan revisions requiring review per year	488	330	450	300
Commercial Plan Review				
Number of reviews per year (Initial Review)	16	16	25	19
Number of plan revisions requiring review per year	260	240	250	140
Single-Family Plan Review				
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

FUND: 105 BUILDING OPERATING	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0665 PLAN REVIEW AND PERMITS	**PROGRAM MANAGER:** KIMBERLEE MCARTHUR

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/ Revised	FY 2020-21 Adopted
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%
Number of commercial alteration plan reviews approved over the counter	427	450	450	500
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%

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), and The MaryAnn Apartments near Beaverton High School. New permit activity in FY 20-21 has applications or anticipated submittals for such projects as: Scholls Apartments, Scholls Ferry & Barrows Apartments, Baseline & 170th 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, a new 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

FUND:	**DEPARTMENT:**
105 BUILDING OPERATING	COMMUNITY DEVELOPMENT
PROGRAM:	**PROGRAM MANAGER:**
0666, 0667, 0668 INSPECTIONS	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	5.75
PERSONNEL SERVICES	$779,115	$825,672	$883,661	$906,321	$906,321
MATERIALS & SERVICES	3,995	1,139	13,750	5,810	5,810
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$783,110**	**$826,811**	**$897,411**	**$912,131**	**$912,131**

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	3.00
PERSONNEL SERVICES	$426,668	$437,685	$475,127	$477,176	$477,176
MATERIALS & SERVICES	1,770	775	3,105	2,958	2,958
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$428,438**	**$438,460**	**$478,232**	**$480,134**	**$480,134**

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	3.00
PERSONNEL SERVICES	$324,160	$419,971	$455,035	$476,233	$476,233
MATERIALS & SERVICES	3,741	1,680	11,943	11,397	11,397
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$327,901**	**$421,651**	**$466,978**	**$487,630**	**$487,630**

FUND: 105 BUILDING OPERATING	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0666, 0667, 0668 INSPECTIONS	**PROGRAM MANAGER:** 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 Adopted**
Building & Mechanical Inspection Program #0666:				
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
Plumbing Inspection & Plan Review Program #0667:				
Number of inspection requests	5,212	6,856	5,600 / 6,500	6,200
Electrical Inspection & Plan Review Program #0667:				
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

FUND: 105 BUILDING OPERATING	**DEPARTMENT:** COMMUNITY DEVELOPMENT
PROGRAM: 0666, 0667, 0668 INSPECTIONS	**PROGRAM MANAGER:** KIMBERLEE MCARTHUR

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/ Revised**	**FY 2020-21 Adopted**
Building & Mechanical Inspection Program #0666:				
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
Plumbing Inspection & Plan Review Program #0667:				
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
Electrical Inspection & Plan Review Program #0668:				
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.

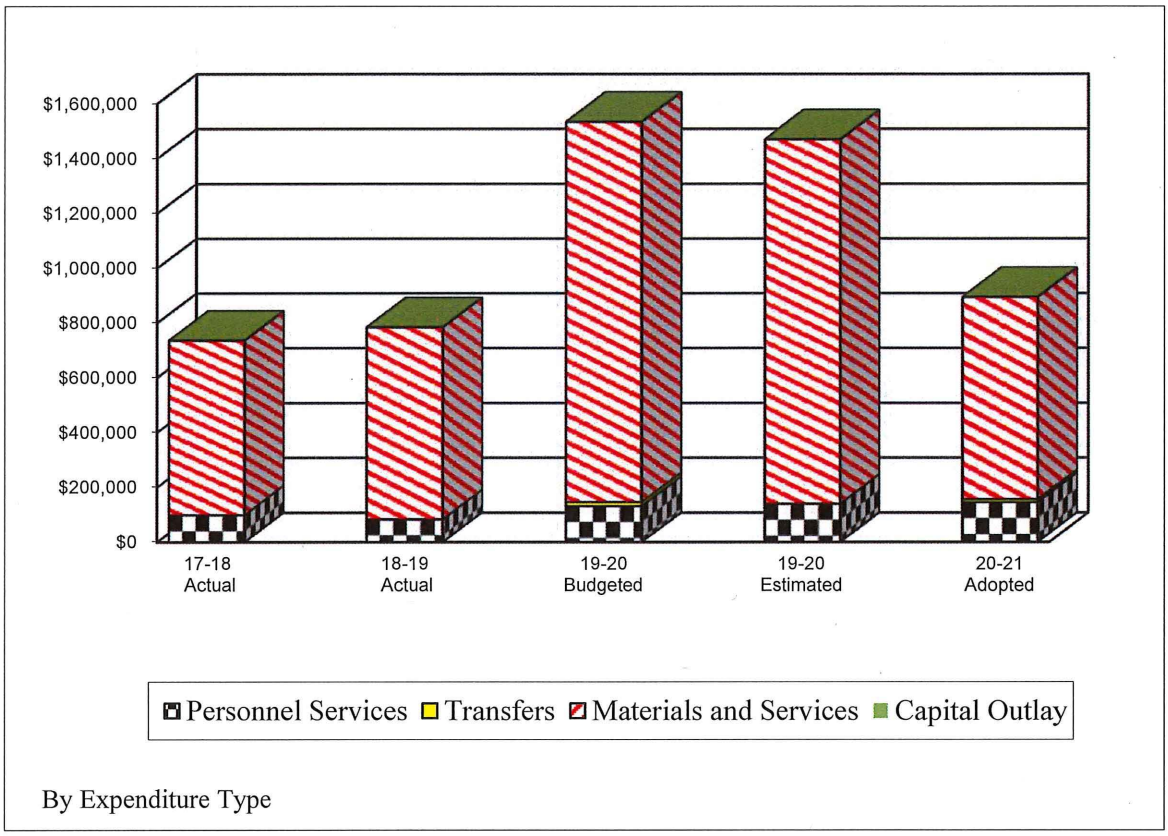
The State Building Codes Division as well as International Code Council (ICC) provides access to a series of inspection/plan review cross-training courses which are available at varying times throughout each calendar year. Cross-training enables staff to perform multiple types of inspections at a single 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.

Community Development Block Grant

Beaverton
OREGON

COMMUNITY DEVELOPMENT BLOCK GRANT

EXPENDITURES
ADOPTED FY 2020-21



By Expenditure Type

COMMUNITY DEVELOPMENT BLOCK GRANT FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$584,897	$684,413	$1,426,114	$1,357,473	$786,162
Miscellaneous	148,664	77,688	93,700	108,200	98,200
Sub Total Revenues	$733,561	$762,101	$1,519,814	$1,465,673	$884,362
Expenditures:					
Personnel services	$98,632	$83,052	$131,465	$139,476	$145,131
Materials & services	636,846	700,469	1,387,799	1,329,248	738,070
Capital outlay	0	0	0	0	0
Sub Total Expenditures	$735,478	$783,521	$1,519,264	$1,468,724	$883,201
Revenues Over/Under Expenditures	($1,917)	($21,420)	$550	($3,051)	$1,161
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(750)	(663)	(550)	(550)	(1,161)
Debt Service - Principal	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0
Total Other Financing Sources (Uses):	($750)	($663)	($550)	($550)	($1,161)
Net Change in Fund Balance	($2,667)	($22,083)	$0	($3,601)	$0
Fund Balance/Working Capital Beginning of Year	39,094	36,427	14,344	14,344	10,743
Fund Balance (Reserves)/Working Capital End of Year	$36,427	$14,344	$14,344	$10,743	$10,743

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

FUND:	**DEPARTMENT:**
106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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	1.15
PERSONNEL SERVICES	$98,632	$83,052	$131,465	$145,131	$145,131
MATERIALS & SERVICES	636,846	700,469	1,387,799	738,070	738,070
CAPITAL OUTLAY					
TRANSFERS	750	663	550	1,161	1,161
RESERVES	0	0	14,344	10,743	10,743
TOTAL	**$736,228**	**$784,184**	**$1,534,158**	**$895,105**	**$895,105**

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	$10,743
Federal Grants	584,897	684,413	1,426,114,	786,162	786,162
Miscellaneous	148,664	77,688	93,700	98,200	98,200

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.

FUND:	**DEPARTMENT:**
106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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.

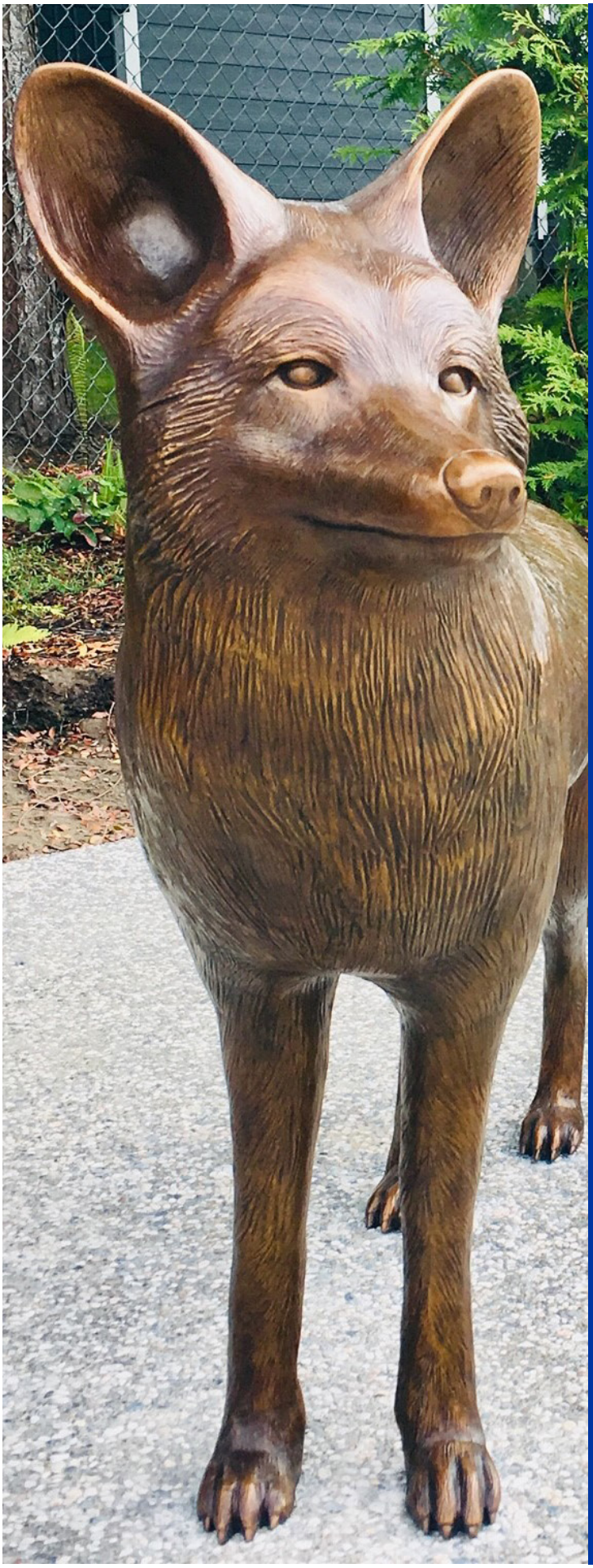
Objective #2: In addition to delivering much needed funding to residents to mitigate impacts of the COVID-19 pandemic, staff continued to deploy on existing programs and manage subrecipient activity.

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.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20* Projected**	**FY 2020-21* Adopted**
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.



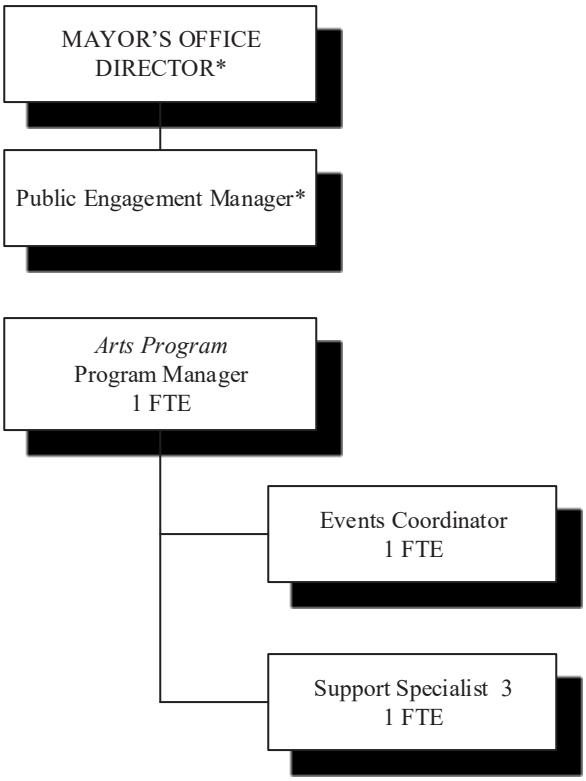
Lodging Tax Fund

- PRCA Facility Development
- Arts Program

Beaverton
OREGON

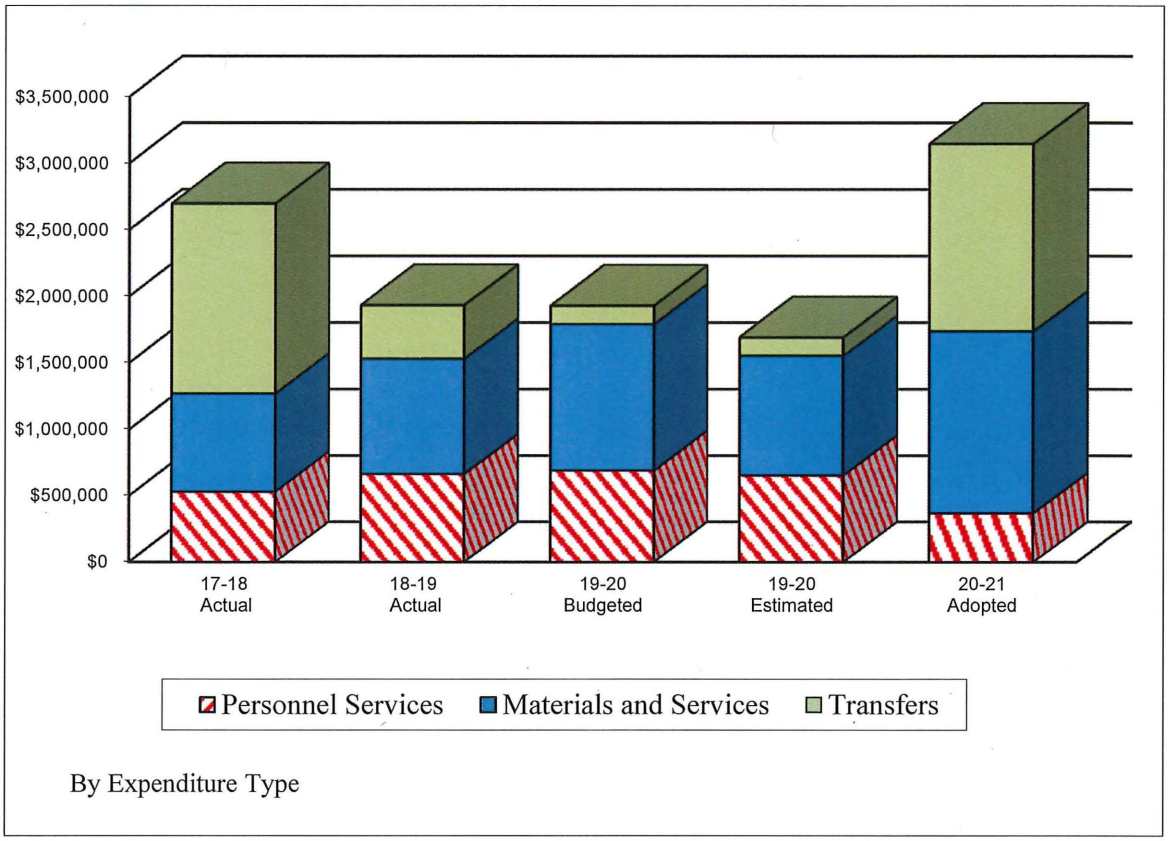
Lodging Tax (TLT) Fund

FY 2020-21 BUDGETED POSITIONS



*Funded in the Gene

LODGING TAX FUND
ADOPTED FY 2020-21



By Expenditure Type

LODGING TAX (TLT) FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$1,158,948	$1,278,325	$1,450,117	$993,000	$974,121
Intergovernmental	717,212	796,587	910,092	618,400	606,901
Interest on investments	18,727	16,156	17,400	34,000	24,000
Miscellaneous	587	326	0	0	0
Sub Total Revenues	$1,895,474	$2,091,394	$2,377,609	$1,645,400	$1,605,022
Expenditures:					
Personnel services	$529,528	$663,268	$689,497	$653,858	$368,651
Materials & services	740,200	867,881	1,101,932	900,385	1,369,894
Sub Total Expenditures	$1,269,728	$1,531,149	$1,791,429	$1,554,243	$1,738,545
Revenues Over/Under Expenditures	$625,746	$560,245	$586,180	$91,157	($133,523)
Other financing sources (uses):					
Transfers in	$454,258	$556,127	$648,626	$648,626	$645,192
Transfers out	(1,426,859)	(402,320)	(137,998)	(137,998)	(1,407,169)
Total Other Financing Sources (Uses):	(972,601)	153,807	510,628	510,628	(761,977)
Net Change in Fund Balance	($346,855)	$714,052	$1,096,808	$601,785	($895,500)
Fund Balance/Working Capital Beginning of Year	1,233,059	886,204	1,600,256	1,600,256	2,202,041
Fund Balance (Reserves)/Working Capital End of Year	$886,204	$1,600,256	$2,697,064	$2,202,041	$1,306,541

This fund was created to record all Transient Lodging Taxes and will be used to assist in funding a future 550 seat Center for Performing Arts Facility. The contingency policy is to establish an amount equal to 42% on a budgetary and actual basis. For FY 2020-21, this equals $1,321,200 (using total expenditures and transfers out). The contingency will accumulate for one more year when the Performing Arts Facility is anticipated to open in FY 2021-22.

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.00	5.00	5.00	4.00	3.00
PERSONNEL SERVICES	$529,528	$663,268	$689,497	$497,203	$368,651
MATERIALS & SERVICES	740,200	867,881	1,101,932	1,239,749	1,369,894
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	1,426,859	402,320	137,998	1,407,169	1,407,169
CONTINGENCY	0	0	2,697,064	1,308,134	1,306,541
TOTAL	**$2,696,587**	**$1,933,469**	**$4,626,491**	**$4,452,255**	**$4,452,255**

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	2.00	2.00	1.00	0.00
PERSONNEL SERVICES	$303,020	$325,439	$345,686	$159,119	$30,567
MATERIALS & SERVICES	528,155	672,626	823,385	975,000	1,105,145
CAPITAL OUTLAY					
TRANSFERS	1,409,108	379,304	100,550	1,364,256	1,364,256
TOTAL	**$2,240,283**	**$1,377,369**	**$1,269,621**	**$2,498,375**	**$2,499,968**
Revenue:					
City Lodging Tax - 4%	$1,158,948	$1,278,325	$1,450,117	$974,121	$974,121
County Lodging Tax - 2.5%	717,212	796,587	910,092	606,901	606,901

* Effective October 1, 2016
** County Lodging Tax was a revenue source for the General Fund prior to July 1, 2016

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

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

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

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

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

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

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

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

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

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

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

Progress on FY 2019-20 Action Plan:

- Increase visibility of the Center, capital campaign and the importance of the arts in the community. During FY 19-20 the focus will be shifting from Major Donors to launching the public phase of the campaign in order to bring greater community awareness and develop opportunities for deeper cultivation of prospective donors for capital and operations funding.

  Update: Increased visibility of the Center, capital campaign and the importance of the arts in the community.

- Implement the first phase of the public/community public relations and fundraising campaigns, including implementation of marketing strategy developed in FY 2018-19.
  - Update: Officially launched the Community Phase (Public Phase) of the fundraising campaign that coincided with Groundbreaking in November 2019. Began implementing strategies designed to make the invitation to participate more accessible to the general public, including Fill the Seats Campaign and Campaign in a box (Volunteer house parties).

- Develop strategy for transitioning capital donors to ongoing operational support for the PRCA.
  - Update: Targeted strategy under development donors and will continue as a goal in 20-21.

- Pending the sale of special revenue bonds for construction backed by city's Lodging Tax, create appropriate accounting measures to manage the sale proceeds, and cash flow needs for construction.
  - Update: In collaboration with the Finance Director, created cash flow projections for construction and operations including sale of special revenue bonds anticipated for summer 2020.

- Pending city council authorization of special revenue bonds for construction, host community-wide celebration of project approval in order to connect more residents with the PRCA.
  - Update: After council authorization of the special revenue bands and construction GMP and contract, presented groundbreaking ceremonies and donor event attended by over 400 people and featured in multiple media outlets.

- Continue awareness and targeted outreach efforts to the public and potential users to inform programming and policy.
  - Update: Presented to all Neighborhood Association Committees, Boards and Commissions, and numerous potential users.

- Continue outreach efforts to metro-wide arts organizations to recruit and prepare potential users for the PRCA.
  - Update: Held numerous personal meetings with organizations in the metro area

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

- Develop brand identity for PRCA ready for brand launch in FY20-21.
  - Update: This goal has been delayed to Summer/Fall of 2020 in preparation for Q2 of 2021 prior to opening.

- Study, recommend and implement management and operating structure.
  - Update: Held two city council work session to provide staff recommendation on the topic and obtain council input. These resulted in the preferred non-profit management structure (under contract with the City), and the naming of the Beaverton Arts Foundation as the preferred operating partner subject to an operating agreement.

- Prepare operational policies and staffing plan for implementation in FY20-21.
  - Update: Staffing plan has been completed and operational policies are in development, for implementation in late 2020, early 2021.

- Update operating pro forma in preparation for first budget cycle of a partial year of operations in FY20-21.
  - Update: Many updates have been completed for FY20-21 and beyond, including a recently-revised version due to the impact of COVID-19.

FY 2020-21 Action Plan:

Capital Fundraising Campaign via agreement with Beaverton Arts Foundation:

A. Complete the goal of raising $11.2M private funds towards the construction costs. As of April 19, 2020, over $10M has been raised by Beaverton Arts Foundation under a grant agreement with the City of Beaverton.

B. Continue working with Major Donors and the Local Community to secure gifts towards the $11.2M private fundraising goal and with the Local Community through the Community Campaign.

C. Collect pledges in full in a timely manner as per each pledge agreement.

D. Begin fundraising towards the $2.5M endowment/reserve fund.

E. As the opening of the PRCA nears, develop opportunities for capital donors to continue their investment towards ongoing operational/programming support for the PRCA.

Preparations for Opening via separate agreement with Beaverton Arts Foundation:

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

A. Plan and execute grand opening of PRCA, and continuously reevaluate the scope of activities that may be impacted by the lingering effects of COVID-19 and its lingering impacts.

B. Transition Beaverton Arts Foundation to PRCA Governing Board

C. Develop enduring PRCA (Beaverton Arts Foundation)/City Operating Agreement

D. Facility & Infrastructure

E. Policy and Procedures Development

F. Program Development

G. External Communications

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

H. Contracts, Vendors, Licenses, Permits

I. Staffing: Hiring & Training

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

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

The current set of milestones for the project are:

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	3.00
PERSONNEL SERVICES	$226,508	$337,829	$343,811	$338,084	$338,084
MATERIALS & SERVICES	212,045	195,255	278,547	264,749	264,749
CAPITAL OUTLAY					
TRANSFERS	17,751	23,016	37,448	42,913	42,913
CONTINGENCY	0	0	2,697,064	1,308,134	1,306,541
TOTAL	**$456,304**	**$556,100**	**$3,356,870**	**$1,953,880**	**$1,952,287**

Program Objectives (services provided):
The Arts Program accomplishes its mission by carrying out the following five goals:

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

Program Objectives link to the Community Vision:

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

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

Program Objectives link to Diversity, Equity and Inclusion Plan:

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

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

Progress on FY 2019-20 Action Plan:

- **Marketing Plan** – Launched a coordinated arts-focused marketing campaign, including *Your Art Moment*, a daily (365 days) feature of local and regional artists via social media intended to increase awareness of the arts in Beaverton and provide exposure to emerging artists within our community.

- **Public Art Master Plan – 1% for Art planning** Managed the 1% for art process and assembly of the Art Selection Committee for three large capital projects:

    - Public Safety Center Update: Selected final artwork for the new Public Safety Center plaza.

    - Patricia Reser Center for the Arts Update:
        - Selected the Lead Artists who delivered the Art Framework to guide PRCA public art.
        - Selected Lead Artists for lobby art.

    - Central District Garage:
        - Selected Lead Artist for North Wall art work.
        - Selected Final Design for 100% Corner mural on mental mesh.

- **Public Art** – Installed and celebrated Coyote sculpture on the Crescent Connection Trail.

- **Downtown Placemaking** –Implemented placemaking projects, including temporary fence panel murals on the vacant Central District/Milikan St. property and a mural on the ground plane at the Union Vintage Triangle at Beaverdam St.

- **Grant-Making:**
    - Awarded $35,000 in grants to over 20 artists/organizations/community groups.
        - Introduced the *Art Lives Here* grant program with 3 grant awards of $5,000 each.
    - Provided seed funding for the La Strada dei Pastelli Chalk Art Festival at $20,000.

- **Art Events:** Produced **four Arts Program signature** arts events:
    - The 10th annual Ten Tiny Dances;
    - Arts-feature at Flicks by the Fountain;
    - Two Concerts in the Round.

- **Artist Workshops:** Engaged in a partnership with Tualatin Valley Creates and City of Hillsboro to offer 6 artist workshops/trainings that served 75+ artists and arts organization representatives.

FY 2020-21 Action Plan

- **Arts Marketing** –Develop marketing materials that highlight the city's support and investment in the arts and encourages arts tourism. Continue branding with Beaverton *Art Lives Here* campaign.

- **Public Art and 1% for Art - Planning and Administration** –Public Safety Center: Coordinate installation of final artwork in the plaza – summer 2020. PRCA: Continue coordination of fabrication and installation of the PRCA and Central Garage public art works – 2 large-scale murals and two large-scale sculptures. Ordinance review/revision: Develop Arts Program Administrative Guidelines for adoption by BAC. Begin review and update of the 1% for Art Ordinance. Mural Matching Grant Pilot program: Start a mural matching grant pilot program and fund 1-3 public murals.
- **Placemaking:** Work to realize 1-2 placemaking projects within Central Beaverton and/or Old Town.

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

- **Grant-Making:** Continue supporting individual artists, arts organizations and community groups with our three grant programs.

- **Artist Support and Arts Economy:** Continue to partner on professional development and capacity-building workshops. Work with the BAC "Arts Economy" subcommittee to do an inventory of resources and strategize how best to support the arts economy and artists.

- **Arts Events:**
  - Continue Ten Tiny Dances and the Beaverton Arts Mix! (BAM!)

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

*Evaluating program objectives this year and quality/depth of impact vs. quantity/shallow impact.
** Continuation of prior year's projects – PSB and PRCA related.

Transportation System Development Charge Fund

- Transportation Improvements

Beaverton
OREGON

TRANSPORTATION SYSTEM DEVELOPMENT CHARGE FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Building permits & fees	$594,071	$0	$200,000	$200,000	$200,000
Interest on investments	1,508	11,968	15,000	15,000	8,700
Sub Total Revenues	$595,579	$11,968	$215,000	$215,000	$208,700
Expenditures:					
Materials & services		$0	$580,000	$580,000	$0
Sub Total Expenditures	$0	$0	$580,000	$580,000	$0
Revenues Over/Under Expenditures	$595,579	$11,968	($365,000)	($365,000)	$208,700
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	$0	$0	$0
Net Change in Fund Balance	$595,579	$11,968	($365,000)	($365,000)	$208,700
Fund Balance/Working Capital Beginning of Year	0	595,579	607,547	607,547	242,547
Fund Balance (Contingency)/Working Capital End of Year	$595,579	$607,547	$242,547	$242,547	$451,247

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund's revenues are generated from fees on land development and its impact on the transportation system. Expenditures are used to operate the fund and transfer funding to the Capital Projects Fund for capacity improvements to the transportation system. Therefore, contingency is accumulated and is available to fund future street capacity construction projects.

FUND:	DEPARTMENT:
112 TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE FUND	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0669 TRANSPORTATION IMPROVEMENTS	JABRA KHASHO

Program Goal:

To provide thorough and consistent review of transportation impacts from proposed developments in South Cooper Mountain to ensure that impacts from new development are fairly and reasonably considered. To administer the Transportation Systems Development Charge (TSDC) program in order to develop a transportation system to meet current and future needs. Work in this program supports Community Vision goals and related activities that *"improve mobility"*.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	$0	$0	$580,000	$0	$0
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	242,547	451,247	451,247
TOTAL	**$0**	**$0**	**$822,547**	**$451,247**	**$451,247**

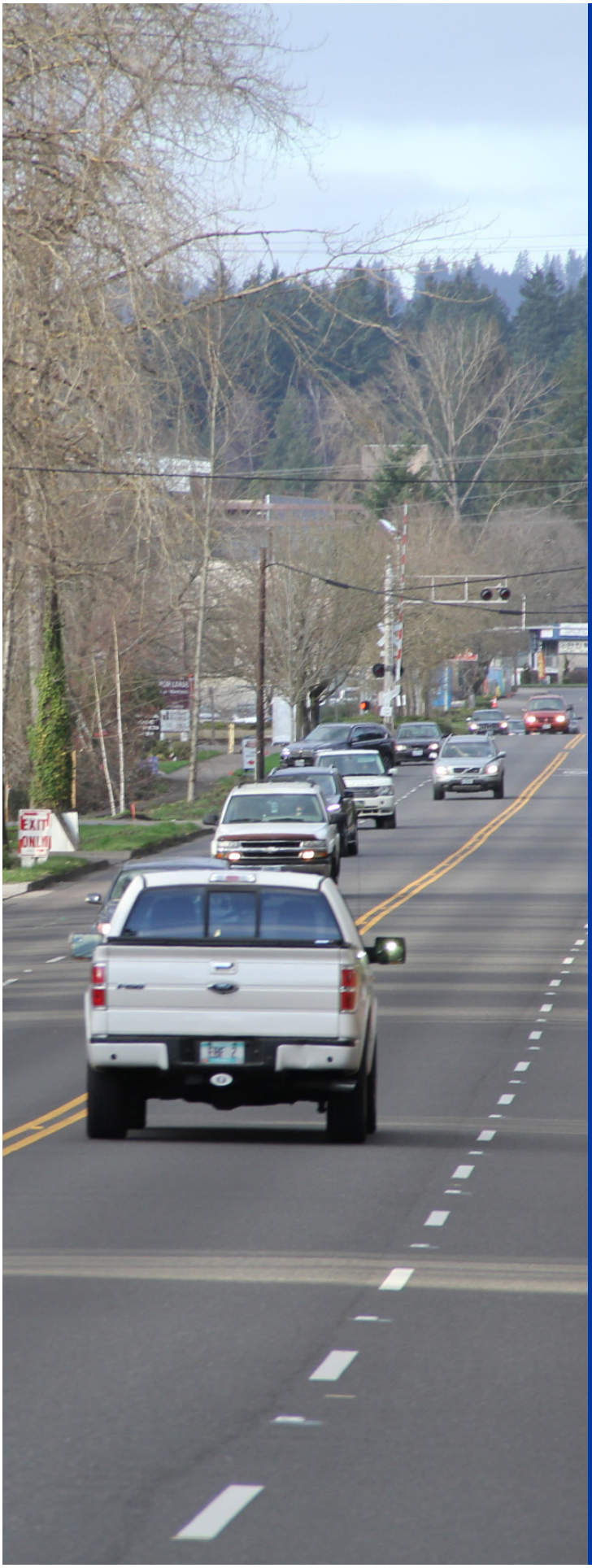
Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$0	$595,579	$607,547	$242,547	$242,547
Supplemental Trans. System Dev. Tax	594,071	0	200,000	200,000	200,000
Interest on Investments	1,508	11,968	15,000	8,700	8,700

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Adopted
Number of land use applications reviewed	2	2	3	2
Number of site development plans reviewed	2	2	3	2
Number of commercial permits processed that require a traffic impact fee assessment	0	0	0	1

Program Objective:

Staff in the Transportation Systems Development Charge (TSDC) program fund review development proposals to identify traffic impacts and assure compliance with city transportation standards and policies. They recommend conditions of approval related to transportation issues and coordinate with county and state transportation staff. In addition, TSDC program staff manage the TSDC fund to ensuring funding for high priority transportation projects through accurate assessments, appropriate credits, timely processing and minimizing appeals.

The TSDC currently only applies to development and projects in the South Cooper Mountain area and is a supplemental source of revenue to the Transportation Development Tax.



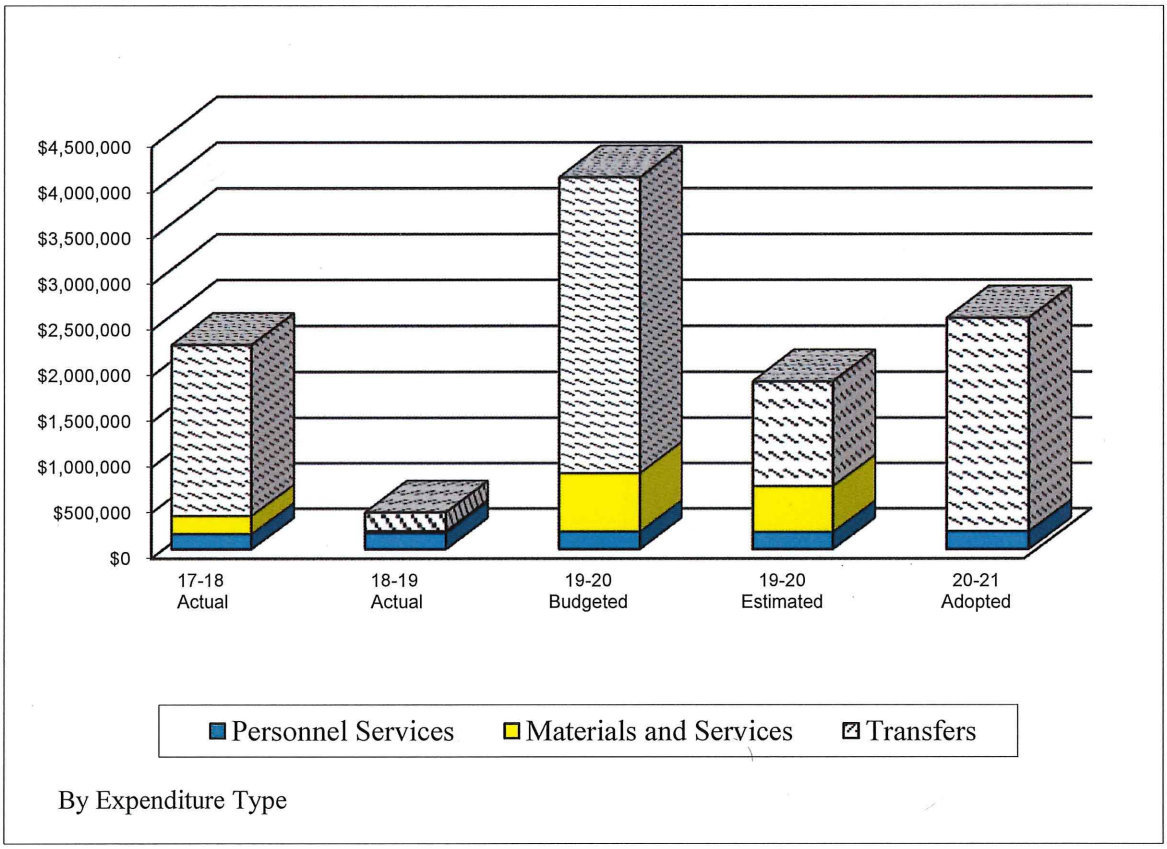
Traffic Development Tax Fund

- Transportation Improvements

Beaverton
OREGON

TRAFFIC DEVELOPMENT TAX FUND

ADOPTED FY 2020-21



By Expenditure Type

TRAFFIC DEVELOPMENT TAX FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
System development charges	$771,845	$3,511,973	$1,500,000	$2,500,000	$2,000,000
Intergovernmental	0	0	306,912	0	306,912
Interest on investments	151,720	240,953	236,500	305,100	196,000
Miscellaneous	119	0	0	0	0
Sub Total Revenues	$923,684	$3,752,926	$2,043,412	$2,805,100	$2,502,912
Expenditures:					
Personnel services	$166,317	$177,167	$193,079	$189,342	$197,018
Materials & services	200,000	22,243	642,384	503,457	0
Capital Outlay	0	0	361,073	0	361,073
Sub Total Expenditures	$366,317	$199,410	$1,196,536	$692,799	$558,091
Revenues Over/Under Expenditures	$557,367	$3,553,516	$846,876	$2,112,301	$1,944,821
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(1,873,996)	(204,736)	(3,230,745)	(1,150,198)	(2,337,131)
Total Other Financing Sources (Uses):	($1,873,996)	($204,736)	($3,230,745)	($1,150,198)	($2,337,131)
Net Change in Fund Balance	($1,316,629)	$3,348,780	($2,383,869)	$962,103	($392,310)
Fund Balance/Working Capital Beginning of Year	11,559,192	10,242,563	13,591,343	13,591,343	14,553,446
Fund Balance (Contingency)/Working Capital End of Year	$10,242,563	$13,591,343	$11,207,474	$14,553,446	$14,161,136

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund's revenues are generated from fees on land development and its impact on the transportation system. Expenditures are used to operate the fund and transfer funding to the Capital Projects Fund for capacity improvements to the transportation system. Therefore, contingency is accumulated and is available to fund future street capacity construction projects.

FUND:	DEPARTMENT:
114 TRAFFIC DEVELOPMENT TAX FUND	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0669 TRANSPORTATION IMPROVEMENTS	JABRA KHASHO

Program Goal:

To provide thorough and consistent review of transportation impacts from proposed developments to ensure that impacts from new development are fairly and reasonably considered. To administer the Transportation Development Tax (TDT) program in order to develop a transportation system to meet current and future needs. Work in this program supports Community Vision goals and related activities that *"improve mobility"*.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.30	1.30	1.30	1.30	1.30
PERSONNEL SERVICES	$166,317	$177,167	$193,079	$197,018	$197,018
MATERIALS & SERVICES	200,000	22,243	642,384	0	0
CAPITAL OUTLAY	0	0	361,073	361,073	361,073
TRANSFERS	1,873,996	204,736	3,230,745	2,337,131	2,337,131
CONTINGENCY	0	0	11,207,474	14,161,136	14,161,136
TOTAL	**$2,240,313**	**$404,146**	**$15,634,755**	**$17,056,358**	**$17,056,358**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$11,559,192	$10,242,563	$13,591,343	$14,553,446	$14,553,446
Transportation Development Tax	771,845	3,511,973	1,500,000	2,000,000	2,000,000
Intergovernmental Revenue	0	0	306,912	306,912	306,912
Miscellaneous Revenue	151,839	240,953	236,500	196,000	196,000

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Adopted
Number of land use applications reviewed	130	120	125	120
Number of site development plans reviewed	25	28	30	30
Number of commercial permits processed that require a traffic impact fee assessment	21	20	25	25

Program Objective:

Staff in the Transportation Development Tax (TDT) program fund review development proposals to identify traffic impacts and assure compliance with city transportation standards and policies. They recommend conditions of approval related to transportation issues and coordinate with county and state transportation staff. In addition, TDT program staff manages the TDT fund to ensure funding for high priority transportation projects through accurate assessments, appropriate credits, timely processing and minimizing appeals.

FUND:	**DEPARTMENT:**
114 TRAFFIC DEVELOPMENT TAX FUND	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0669 TRANSPORTATION IMPROVEMENTS	JABRA KHASHO

Progress on FY 2019-20 Action Plan:

- Completed complex development reviews and assessed transportation impacts and required safety and capacity improvements.
- Assessed Transportation Development Tax on developments and issued appropriate credits on constructed conditioned improvements.
- Coordinated with ODOT and Washington County staff on traffic impact analysis requirements and conditions of approval.
- Transportation staff provided technical support and coordinated with the Community Development Department on community and long range plans.
- Utilized the remaining balance of funds collected under the former program called the Transportation Impact Fee program.

FY 2020-21 Action Plan:

- Complete more complex development reviews as available developable sites are smaller in size with many challenges that require very particular conditions of approval.
- Review transportation impacts for an increasing number of developments that are required to construct safety and capacity improvements creditable against Transportation Development Tax assessments. A positive impact of the Transportation Development Tax program is that necessary street improvements are often built at the same time as the development that generates the need for those improvements.
- Respond to increased transportation needs, regulatory compliance, and regional coordination requirements.
- Continue to participate and provide technical support in developing the South Cooper Mountain area and the Urban Reserve area planning.

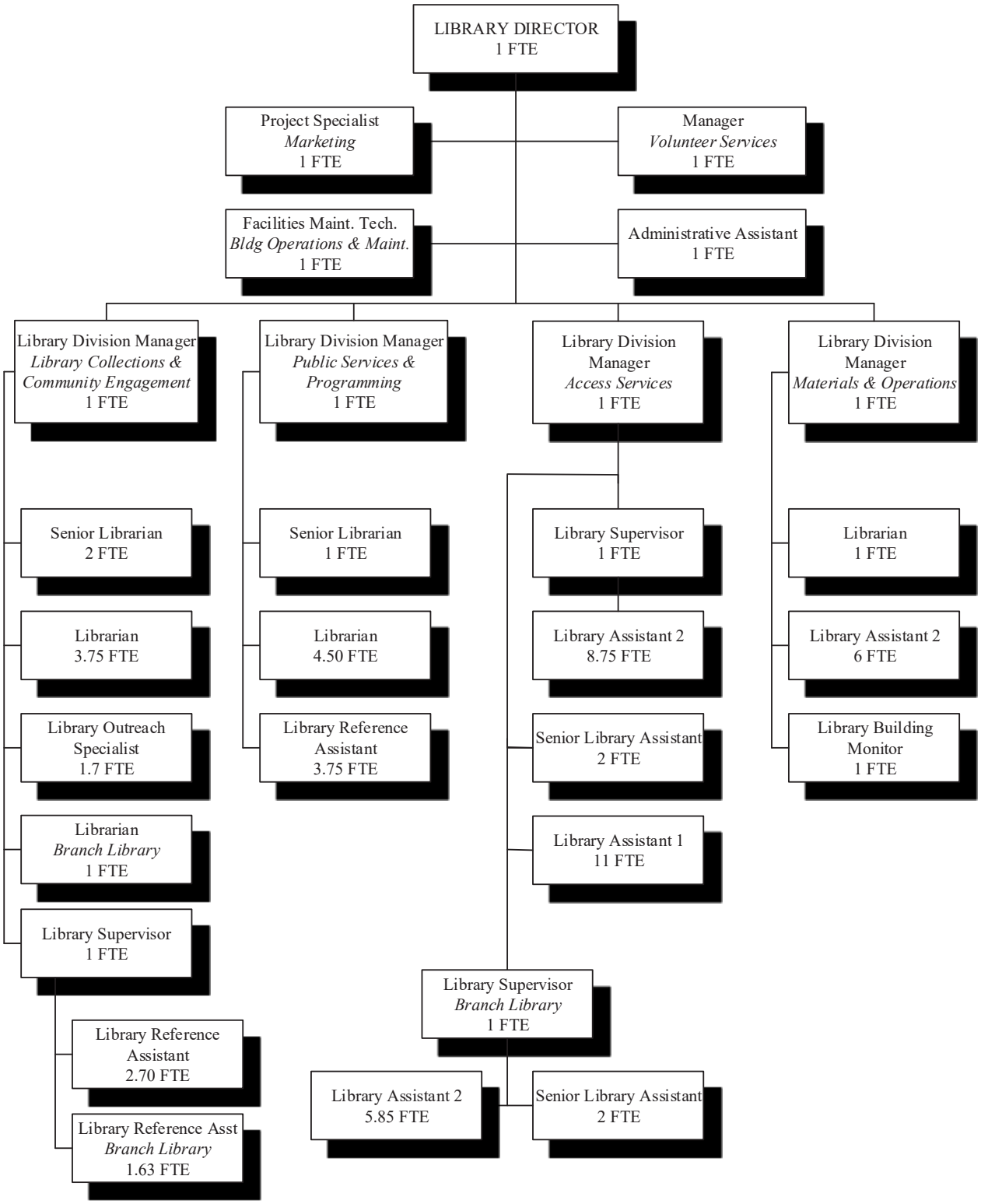
Library Fund

- Administration
- Materials and Operations
- Access Services
- Public Services and Programming
- Libr. Collection and Community Engagement
- Branch Library
- Library Trust
- Building Operations and Maintenance

Beaverton
OREGON

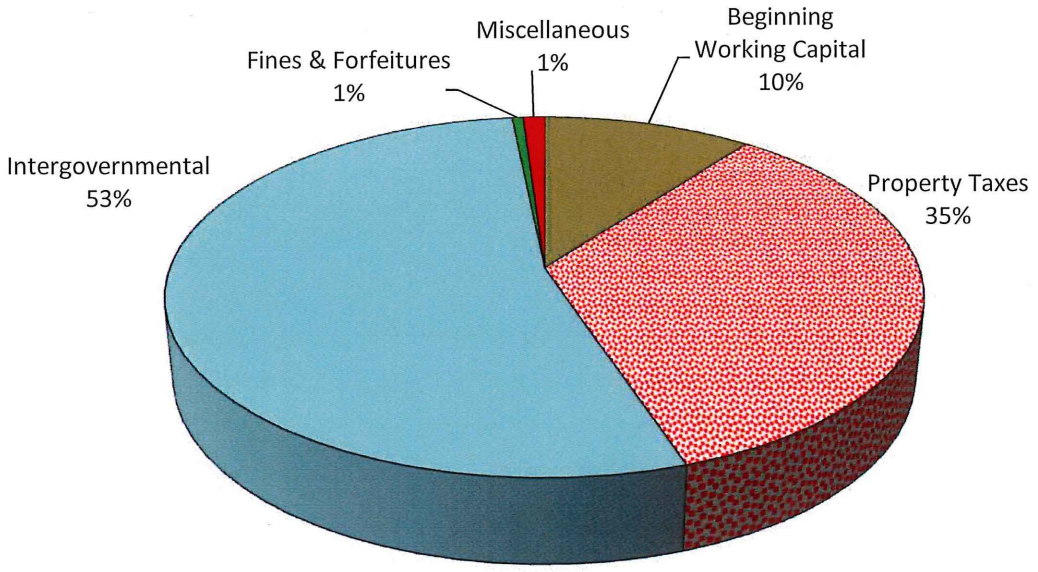
Library Fund

FY 2020-21 BUDGETED POSITIONS



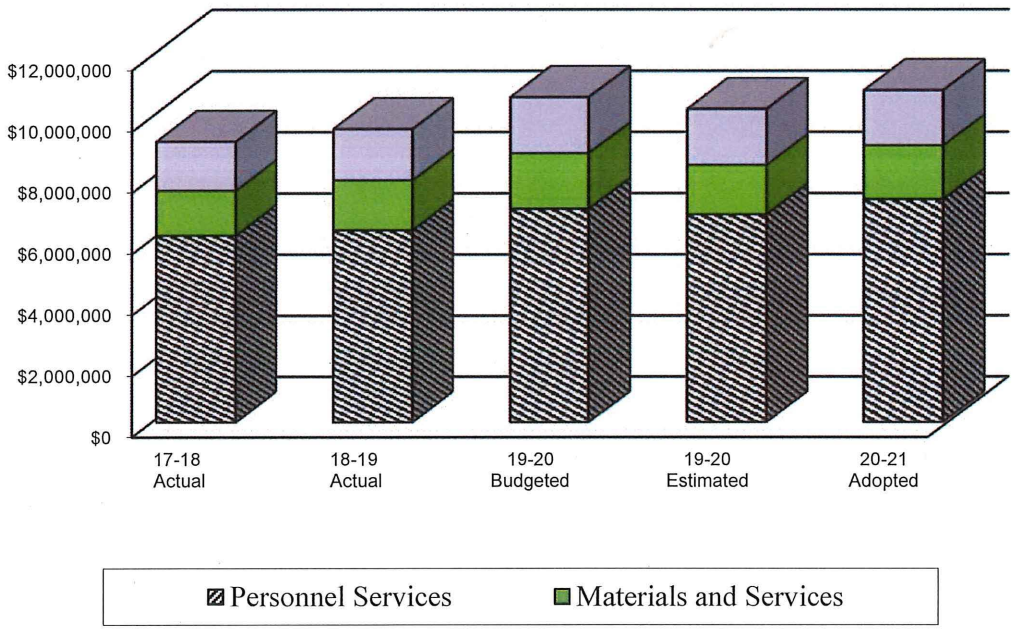
LIBRARY FUND
ADOPTED FY 2020-21

REVENUES



By Classification

EXPENDITURES



By Expenditure Type

LIBRARY FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$3,100,577	$3,563,468	$3,582,142	$3,582,142	$3,989,845
Intergovernmental	5,748,251	5,882,280	6,015,795	6,106,449	6,190,696
Fines & forfeitures	134,778	124,903	130,000	84,000	65,000
Interest on investments	30,340	50,358	46,800	46,800	32,500
Miscellaneous	143,559	50,773	38,000	42,700	41,200
Sub Total Revenues	$9,157,505	$9,671,782	$9,812,737	$9,862,091	$10,319,241
Expenditures:					
Personnel services	$6,119,421	$6,292,150	$6,992,620	$6,810,166	$7,301,487
Materials & services	1,468,041	1,631,122	1,815,218	1,611,083	1,756,900
Capital outlay	0	0	0	0	0
Sub Total Expenditures	$7,587,462	$7,923,272	$8,807,838	$8,421,249	$9,058,387
Revenues Over/Under Expenditures	$1,570,043	$1,748,510	$1,004,899	$1,440,842	$1,260,854
Other financing sources (uses):					
Transfers in	$0	$336,618	$60,000	$50,000	$55,000
Transfers out	(1,598,646)	(1,673,062)	(1,826,308)	(1,826,308)	(1,799,915)
Total Other Financing Sources (Uses):	($1,598,646)	($1,336,444)	($1,766,308)	($1,776,308)	($1,744,915)
Net Change in Fund Balance	($28,603)	$412,066	($761,409)	($335,466)	($484,061)
Fund Balance/Working Capital Beginning of Year	1,149,194	1,120,591	1,532,657	1,532,657	1,197,191
Fund Balance (Contingency)/Working Capital End of Year	$1,120,591	$1,532,657	$771,248	$1,197,191	$713,130

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to provide funding for continued operations equal to 11% of operating expenses (total expenditures and total other financing sources/uses) on a budgetary basis and 17% on an actual basis. The contingency of $713,130 equals 9.8% of operating expenditures.

FUND:	DEPARTMENT:
115 LIBRARY	LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

MISSION STATEMENT:
The mission of the library is to foster community and enrich the lives of individuals through learning, engagement and connection.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	68.55	70.58	70.63	71.63	71.63
PERSONNEL SERVICES	$6,119,421	$6,292,150	$6,992,620	$7,301,487	$7,301,487
MATERIALS & SERVICES	1,468,041	1,631,122	1,815,218	1,756,900	1,756,900
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	1,598,646	1,673,062	1,826,308	1,799,915	1,799,915
CONTINGENCY	0	0	771,248	409,086	713,130
TOTAL	**$9,186,108**	**$9,596,334**	**$11,405,394**	**$11,267,388**	**$11,571,432**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$1,149,194	$1,120,591	$1,532,657	$1,197,191	$1,197,191
Property Taxes	3,102,377	3,501,114	3,584,142	3,688,801	3,992,845
State Library Grant	15,960	15,696	15,696	15,696	15,696
Wash. Co. Library Local Option Levy	5,732,291	5,866,584	6,000,099	6,175,000	6,175,000
Library Fines	134,778	124,903	130,000	65,000	65,000
Interest Earnings on Investments	30,340	50,358	46,800	32,500	32,500
Energy Efficiency Rebates	7,239	7,695	8,000	8,000	8,000
Contributions & Donations	89,386	78,090	61,000	56,000	56,000
Miscellaneous Revenue	45,135	39,222	27,000	29,200	29,200
Transfers from General Fund	0	259,108	0	0	0

Services and Trends:
Beaverton City Library has two locations: the Main Library, located at Hall and Fifth St, and the Murray Scholls Branch in the Murray Scholls Town Center. The major program areas in the budget are: Administration, including volunteer services; Materials and Operations; Access Services; Public Services and Programming; Library Collections and Community Engagement; and the Branch Library.

The Beaverton City Library (BCL) is the busiest library in the Washington County Cooperative Library System (WCCLS) system, having circulated 2,728,890 items (including ebooks and audiobooks) in calendar year 2019, which represents 25% of the total WCCLS circulation of 10.95 million items. Based on data from the Oregon State Library (FY18-19, the most current year), BCL also consistently ranks at the top of the list of OR public libraries in collection size, number of visitors, circulation, program attendance and volunteer hours; we have the second highest circulation of any library in the state, behind Multnoma County (which has 19 locations, compared to our 2).

With 359,933 volumes in its collection, Beaverton City Library contains the lion's share of holdings in the WCCLS system which totals more than 1.7 million items. Beaverton residents also have access to additional library holdings via the Metropolitan Exchange (MIX) program, which includes libraries in the greater Portland metro area; and to more than 120 libraries statewide who participate in the Oregon Library Passport Program.

The number of visitors increased slightly compared to last year, by 0.40%, with the great gains occurring at the Murray Scholls branch (up by nearly 5%). Library card registrations were up by 7.6%. The number of books and other items loaned to other WCCLS libraries increased by more than 26% and the number of individuals attending adult programs was up by nearly 30%.

FUND:	DEPARTMENT:
115 LIBRARY	LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

Programs and Events:
The number of programs for children and teens was up by more than 13% and the number of items added to the collection was up by more than 8%. Circulation of physical objects (i.e., books, DVDs, CDs, etc.) was down by nearly 4% (part of an overall national trend); whereas circulation of electronic content (i.e., ebooks, audiobooks, etc.) was up by nearly 49%, resulting in an overall decline in circulation by 0.25% (though up at the branch by slightly more than 3%).

In its role as the educational, cultural, and intellectual center of the community, Beaverton City Library offered close to 2,100 programs and events in FY2018-19, including book discussion groups, story times, STEM actitivies, teen events, computer classes, English conversation classes, poetry workshops and open mics, entrepreneur workshops, back-to-school night, programs for developmentally disabled adults, concerts, lectures, job and resource fairs, etc. The library also offers programs in Spanish, Japanese, Korean and Arabic in addition to English.

Additionally, last year the library made 1,215 Community Outreach and Engagement visits, to the local Farmer's Market, daycare centers, school classrooms, city-wide events, etc., serving and interacting with 52,512 people in the process.

Support from Friends and Foundation:
The Library receives strong support from two non-profit organizations: the New Friends of Beaverton City Library and the Beaverton Library Foundation. Together, these groups donated more than $75,000 last yrear for library materials, equipment and programs.

Library User Survey Results:
In the Fall of 2019, the library conducted a user satisfaction survey and received more than 850 replies. 98% of respondents said they were "very satisfied" (77%) or "satisfied" (21%) with their library experience (a 3% increase compared to two years ago). Additionally, 99% either "agreed" (12%) or "strongly agreed" (87%) that they had benefited from using the library!

Budget Highlights:
The Library continues to adjust responsibilities and align staff capabilities with its mission to serve the ever-changing interests and needs of a growing and diverse user base. Toward that end, a new organizational structure was implemented in February, 2020 (the first such change in approximately three decades), to improve the library's ability to serve the community. The change re-aligned our collections, programming and outreach / engagement areas by function, as opposed to by age and also did away with the traditional 'divisions' in favor of 'teams' to emphasize collaboration and to provide more opportunities for staff training, growth and development.

Additional budget highlights include:

- Collections
  - Launch of the "Grab & Go" collection at the Beaverton Transit Center
  - Continue to shift collections to reduce barriers to access and increase circulation
  - Continue efforts to diversify holdings to be more inclusive
  - Revisit mini-library concept at Home Plate Youth Services (DEI Plan PE2.2)
- Facilities
  - Continue planning for and implementation of library Space Plan:
    - Open makerspace to the public
    - Build out study rooms
    - Complete Reading Room project
    - Install new interior and exterior signage
    - Identify locations for new public service desks
    - Identify other areas for renovation
  - Replacement fleet vehicle for 2001 Crown Victoria at the Main Library
  - Go back out to bid for coffee service at Main Library
  - Evaluate results of feasibility study to integrate Friends retail operation into library
  - Reolocate collections to create more space for themed displays and better merchandising of collections
  - Continue work on design for branch library at Wishcamper site (South Cooper Mtn.)

FUND:	DEPARTMENT:
115 LIBRARY	LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

  - Replace carpeting on stairs and refinish woodworking at Main
  - Replace LED lights in parking lot (Main)
  - Replace exterior lobby doors (Main)
  - Replace pavers in front of library (Main)
  - Add bottle-filling stations to water fountain(s)
  - Increase library hours to 8pm on Thursday (both locations)
- Programming, Outreach and Community Engagement
  - Additional part-time social worker to assist with behaviorial health and substance abuse issues (Main) (DEI Plan PE2.2; HL1.2)
  - New library user tour
  - Redesign early literacy parent workshop
  - More multigenerational programming
  - Continue with summer internship for underrepresented youth (DEI Plan EE1.5))
  - Hold inclusive readers advisory trainings for staff
  - Continue with English Conversations program (DEI Plan CB4.1)
  - Launch parenting workshops
  - More innovative skill-building programs
  - More programming for seniors
  - Conduct reading workshop in Spanish for parents of children in K-5 (DEI Plan CB2.1)
  - More STEAM and DIY programs for all ages
  - Diversity, Equity and Inclusion (DEI Plan CP3.4)
    - Refine diversity, equity and inclusion toolkit for staff use
    - Convene task force to identify next steps
  - More Spanish-language storytimes at the library and in the community (DEI Plan PE2.3)
  - Develop a community outreach plan
  - Develop welcome kits for new families (DEI Plan PE2.2)
  - Create a garden on library grounds for programmatic purposes and community enjoyment (DEI Plan CB2.1)
  - Evaluate and relaunch Youth Access Card program (DEI Plan PE3.5)
  - Commence 2022-2026 strategic planning process
  - Develop a library marketing plan
  - Develop marketing materials for distribution to residents of new housing developments
- Staff, Volunteers, Board, Friends and Foundation
  - Continue work on library reorganization at the Team level
  - Create training manual for new hires
  - Continue to identify equivalent experiences and degrees in job qualifications to increase percentage of people of color in the library workforce (DEI Plan CP 1.1-1.3)
  - Evaluate and improve volunteer onboarding / exit procedures
  - Develop library Foundation board
  - Take lead on development of a Beaverton-area volunteer coordinator support network
  - Work with Library Assistant 1 staff to develop work-process goals
  - Additional staff training opportunities throughout the year to keep current with library trends and best practices, including DEI and trauma-informed care (DEI Plan CP3.3)

The Beaverton City Library provides a multitude of collections, services and programs on behalf of the residents of the City and service area, many of which align with action items found in the Beaverton Community Vision Action Plan, such as:

- *Community Vision Action #2: Create a Beaverton brand and market identity:* Library services and programs are branded in alignment with established marketing standards, including social media efforts, to highlight Beaverton's standing as "The Best of Oregon."

- *Community Vision #5: Expand outreach to underrepresented populations:* The Library offers programs, including summer reading events, at locations throughout the City of Beaverton to reach those who may not regularly visit the library or be aware of its offerings. Last year, the library developed a virtual tour of the main library in five languages.

FUND:	DEPARTMENT:
115 LIBRARY	LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

The library offers cultural programming and displays throughout the year. Programs and classes are offered in Spanish, Korean, Japanese and Arabic.

- *Community Vision Action #6: Establish a volunteer coordination program and information fair:* Library volunteers donated more than 24,000 hours of service last year, performing a variety of tasks on behalf of the library. Volunteers hail from over 20 different countries. The library was the site of the newly established annual city volunteer fair. In addition, the library shares information about volunteer opportunities at area non-profits and helps groups to professionalize their volunteer programs.

- *Community Vision Action #25: Expand community involvement in schools:* The library has a strong and vibrant relationship with area schools and homeschooling families, providing programs, tours and services tailored to teachers and students. Beaverton Library staff led the way in the creation of a new Youth Access Card implemented this year, which provides all BSD students with a WCCLS library card and access to age-appropriate print and electronic materials. Library staff also increased the number of Ready, Set, Kindergarten sessions for parents whose children will start kindergarten the following year.

- *Community Vision Action #26: Promote affordable extracurricular programming:* Beaverton City Library offered nearly 2,900 programs and outreach last year for children, teens, adults, seniors and families, up by more than 4% from last year. This year, the library expanded its STEM program offerings, added additional story times and playgroups to meet the demand.

- *Community Vision Action #33: Provide training and support for families of seniors.* The library provides reference and referral services, materials on aging and related topics, and programs for seniors and their family members. Of special note were the series of "Brain Fitness" classes, and the "Powerful Tools for Caregiver" series.

- *Community Vision Action #12: Adopt measures to reduce and prevent homelessness:* The library strives to provide a welcoming environment for all, regardless of housing status. To assist patrons in need, the library has had a social worker from Community Action on-hand three days per week, to provide referral services for residents dealing with issues related to housing and energy costs.

- *Community Vision Action #35: Work with partners to expand resource fairs:* The library offers a Family Resource Fair each fall to connect young children and their families with approximately two dozen local social services and health providers. In addition, staff and volunteers provide library information at resource fairs, including Project Homeless Connect, senior fairs at the Elsie Stuhr Center, and many school open houses and education-related fairs.

- *Community Vision Action # 37: Increase library access:* This year, we shifted our World Languages collection to the first floor and intershelved materials for both adults and children to increase access, resulting in greater utilization. In addition, next year we are hoping to launch a 'mini-library' at Home Plate Youth Services, to provide additional access to materials on behalf of their clients.

- *Community Vision Action #38: Provide early learning resources through library:* The library provides seven story times a week, along with many other programs designed to improve children's literacy and language skills, beginning at a young age. Through its Library on Wheels program, the library visits 70 child care centers each month. Library youth services staff provide early literacy training for child care providers, parents groups and participates in the Washington County Early Learning Hub.

- *Community Vision Action #39: Expand library functions, services and events:* Earlier this year we launched our first 'mini library' at a laundrymat near the Main library. We have also expanded our STEM programming, the number of story times and playtimes and redeployed staff to increase our capacity to provide community outreach to schools, daycare centers, WIC offices, senior centers, pediatrician offices and healthcare clinics. We also introduced STEM and interactive programs for adults with special needs and partnered with the Washington County Law Library to provide monthly visits by one of their law librarians.

FUND:	DEPARTMENT:
115 LIBRARY	LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

- *Community Vision Action #87: Develop activities and gathering spaces for teens:* Both library locations now have dedicated space for teens, and offer a wide-variety of programming. Last year we offered 136 programs attended by 3,128 teens. The Teen Library Council (TLC) also advises library staff on programs and services of interest to teens, and a TLC member also serves as a liaison with the Library Advisory Board, to provide a teen perspective to board discussions.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Effectiveness Measures				
Circulation per capita	20.2	19.3	20.0 / 18.6	18.5
Reference questions per capita	.43	.41	.40 / .39	.38
Visits per capita	5.9	5.7	5.8 / 5.5	5.4

Per capita values are based on Beaverton City Library's service population which includes parts of unincorporated Washington County. Beaverton

151,149 for FY 2015-16
153,698 for FY 2016-17
135,811 for FY 2017-18
141,671 for FY 2018-19
147,655 for FY 2019-20

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	**DEPARTMENT HEAD:** GLENN FERDMAN

Program Goal:
To provide the best possible library service for the community of Beaverton through the optimal utilization of all available library resources. The Beaverton City Library serves as the intellectual and cultural center of the community and helps to provide a sense of community identity.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.00	5.00	5.00	4.00	4.00
PERSONNEL SERVICES	$480,178	$472,390	$595,238	$553,295	$553,295
MATERIALS & SERVICES	468,097	432,693	627,066	141,866	141,866
CAPITAL OUTLAY					
TRANSFERS	1,508,796	1,581,485	1,729,424	1,705,842	1,705,842
CONTINGENCY	0	0	680,022	309,876	613,920
TOTAL	**$2,457,071**	**$2,486,568**	**$3,631,750**	**$2,710,879**	**$3,014,923**

Program Objectives:
This program area is effective in helping the City achieve numerous elements of the Vision Action Plan, including:

- *Community Vision Action #2: Create a Beaverton brand and market identity*
- *Community Vision Action #6: Establish a volunteer coordination program and info fair*
- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #32: Enhance youth and senior connections*
- *Community Vision Action # 34: Adopt measures to reduce and prevent homelessness*
- *Community Vision Action #37: Expand library access*
- *Community Vision Action #39: Expand library functions, services and events*

Progress on FY 2019-20 Action Plan:

- Prioritize wayfinding and welcoming signage during Space Plan implementation. The library has deployed a variety of wayfinding and welcoming signage throughout the library during the course of the year on a test basis to determine its appropriateness and effectiveness. Permanent signage is being ordered based on an evaluation of the test results.

- Identify and incorporate unique volunteer opportunities for our community members in support of library programs and services. Our volunteer manager has identified and incorporated a number of unique opportunities for volunteers during the course of the year, including serving as 'books' as part of the library's successful "Human Library" program, held in January, facilitators for our Death Café series, in conjunction with the County and Committee on Aging, and as assistants for our ESL Conversation group.

- Implement to aspects of the Space Plan: complete conversion of the computer classroom to a 'makerspace,' and build out three individual and group study rooms. The conversion of the computer classroom to a makerspace is scheduled for completion in the Spring of 2020. Work on the build-out of the three new study rooms is expected to begin shortly after the completion of the makerspace.

- New fleet vehicle to replace aging 2001 Crown Victoria at the Main Library. After discussion with the City's fleet manager it was decided to retain the 2001 Crown Victoria for another year. In FY2021 we hope to replace it with a newer used model fleet vehicle.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	**DEPARTMENT HEAD:** GLENN FERDMAN

- Staff
  - New orientation program for new employees. We were not able to make progress on this initiative, unfortunately, due to unanticipated staffing changes. We will try and begin work on it towards the latter part of the fiscal year, with a target rollout date during next fiscal year.
  - Training and Development
    - Additional training for dealing with difficult patrons. Numerous staff trainings on this and related topics were held throughout the year, including Trauma Informed Care, offered by the County, Librarians Guide to Homelessness, provided by one of the foremost authorities on homelessness in libraries (Ryan Dowd), Active Threat training, provided by the Beaverton Police Dept., and others
    - CATT 2.0: Cultural Awareness Training Team in-service events throughout the year. In-service training events this past year have included trainings on the following cultures (presented by speakers from those cultures): Pacific Islander, African, and Native American. We are planning on additional presentations on Slavic and African American cultures later this year.
    - Additional staff training opportunities throughout the year to keep current with library trends and best practices. Staff attended a variety of trainings throughout the year, including the Oregon Library Association annual conference, the Public Library Association conference,
  - PSU Hatfield School of Government School for Public Service
    - Summer intern to develop diversity, equity and inclusion program for the library. Dean Allsopp a graduate student at the University of Washington and PSU Hatfield Fellow, was hired this past summer to develop a diversity, equity and inclusion 'toolkit.' The toolkit is currently undergoing revisions to further enhance its ability to be used as a 'checklist' in the planning and development of library programs, services, collections, marketing, etc.

FY 2020-21 Action Plan (highlights):

Administrative

- Continue work on library reorganization (DEI Plan CP4.5)
- Continue work on revising diversity toolkit and on DEI initiatives (DEI Plan CP4.1; 4.3)
- Continue to use demographic data to inform decision-making and budgetary decisions (DEI Plan CP4.2)
- Begin work on 2022-2026 library strategic plan (DEI Plan CP4.5; HL5.1)
- Continue library Foundation development
- Evaluate and improve volunteer onboarding / exit process
- Develop volunteer partners' skillset
- Develop "Library 101" training for volunteers
- Grow internship program (DEI Plan PE3.2; EE1.5)
- Create and support Beaverton-area volunteer coordinator network
- Continue efforts to diversity Library Advisory Board (DEI Plan PE5.2)
- Continue efforts to diversify library staff (DEI Plan CP1.1; CP3.1)
- Continue to provide staff trainings on diversity and trauma-informed care (DEI Plan CP3.3)
- Continue efforts to develop library 'Executive Team'

Marketing and Communications

- Rework vestibule space to include guidelines
- Train staff in publisher to ensure more consistent marketing collateral
- Continue updating visuals and signage, including bi-lingual and Tier 1 and 2 language signage (DEI Plan PE1.6)

Facilities

- Replace carpeting, refinish woodwork at Main
- Complete Book Coner integration feasibility study
- Continue work on Wishcamper development in South Cooper Mtn.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	**DEPARTMENT HEAD:** GLENN FERDMAN

- Continue work on library space plan
- Implement coffee service in Main lobby
- Add bottle refill capacity to water fountains at Main

Outreach and Engagement

- Purchase Bookmobile or Book-o-mat to service underserved area(s) of COB (DEI Plan CP4.5)
- Add 2nd on-site Community Action Social worker to assist patrons with behavioral health and substance abuse issues (DEI Plan HL1.3)
- Work with Behavioral Health Court re: transitioning excluded patrons back to the library (DEI Plan HL1.3)
- Grow community engagement efforts (DEI Plan PE2.2)
- Continue work with County to identify underserved communities and remove barriers to access (DEI Plan CP4.6)

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Workload Measures				
Provide direct customer transactions (total of circulation, reference questions, program attendance, and enrollment in summer reading program).	2,824,604	2,897,014	2,625,000 / 2,893,976	2,890,000
Efficiency Measures				
Total Volunteer hours	25,045	23,500	24,500 / 27,108	27,500
Main Library	14,482	12,200	13,000 / 13,542	13,600
Branch Library	2,917	2,800	3,000 / 3,331	3,350
Book Corner	7,646	8,500	8,500 / 10,304	10,300

Performance Outcomes and Program Trends:

The residents of Beaverton will receive excellent customer service from Beaverton City Library. They will have convenient access to current books, periodicals, media such as CDs & DVDs, and technology including public use computers, Wi-Fi access, and electronic access to informational databases, ebooks and audiobooks, and movies. Library staff will also assist the public in the access, use and evaluation of these resources. In addition, they will have use of several exciting new and renovated spaces in at the Main library: makerspace, study rooms, revamped reading room.

Like most public libraries across the county, state and country, the Beaverton City Library has seen a decline in use in part to an improving economy, and a shift toward personal devices and electronic access to books, music and movies. Both Beaverton locations have also been affected by the opening of the new Aloha Library and expanded hours and services by other neighboring libraries.

That said, a Fall 2019 library user satisfaction survey of more than 850 people found that 98% of respondents said they were "very satisfied" (77%) or "satisfied" (21%) with their library experience (a 3% increase compared to two years ago). Additionally, 99% either "agreed" (12%) or "strongly agreed" (87%) that they had benefited from using the library!

The Beaverton City Library (BCL) remains the busiest library in the Washington County Cooperative Library System (WCCLS) system, having circulated 2,728,890 items (including ebooks and audiobooks) in calendar year 2019, which represents 25% of the total WCCLS circulation of 10.95 million items. Based on data from the Oregon State Library (FY18-19, the most current year), BCL also consistently ranks at the top of the list of OR public libraries in collection size, number of visitors, circulation, program attendance and volunteer hours; we have the second highest circulation of any library in the state, behind Multnoma County (which has 19 locations, compared to our 2).

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	**DEPARTMENT HEAD:** GLENN FERDMAN

With 359,933 volumes in its collection, Beaverton City Library contains the lion's share of holdings in the WCCLS system which totals more than 1.7 million items. Beaverton residents also have access to additional library holdings via the Metropolitan Exchange (MIX) program, which includes libraries in the greater Portland metro area; and to more than 120 libraries statewide who participate in the Oregon Library Passport Program.

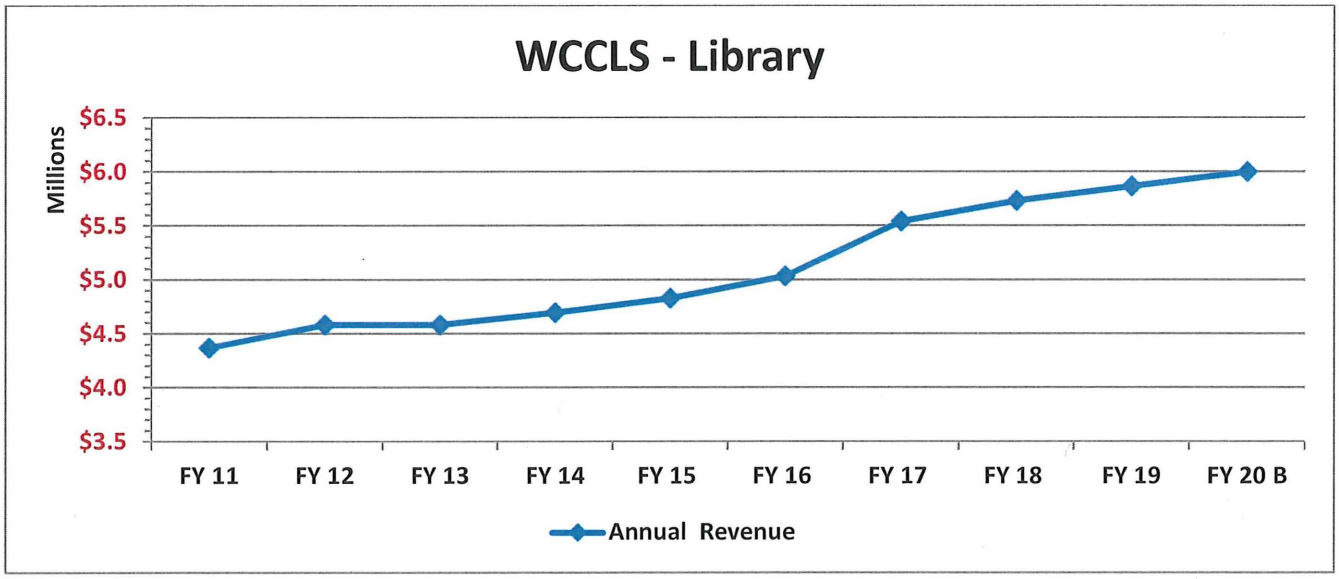
The number of visitors increased slightly compared to last year, by 0.40%, with the great gains occurring at the Murray Scholls branch (up by nearly 5%). Library card registrations were up by 7.6%. The number of books and other items loaned to other WCCLS libraries increased by more than 26% and the number of individuals attending adult programs was up by nearly 30%.

And, the number of programs for children and teens was up by more than 13% and the number of items added to the collection was up by more than 8%. Circulation of physical objects (i.e., books, DVDs, CDs, etc.) was down by nearly 4% (part of an overall national trend); whereas circulation of electronic content (i.e., ebooks, audiobooks, etc.) was up by nearly 49%, resulting in an overall decline in circulation by 0.25% (though up at the branch by slightly more than 3%).

In its role as the educational, cultural, and intellectual center of the community, Beaverton City Library offered close to 2,100 programs and events in FY2018-19, including book discussion groups, story times, STEM actitivies, teen events, computer classes, English conversation classes, poetry workshops and open mics, entrepreneur workshops, back-to-school night, programs for developmentally disabled adults, concerts, lectures, job and resource fairs, etc. The library also offers programs in Spanish, Japanese, Korean and Arabic in addition to English.

Additionally, last year the library made 1,215 Community Outreach and Engagement visits, to the local Farmer's Market, daycare centers, school classrooms, city-wide events, etc., serving and interacting with 52,512 people in the process.

Revenue Trends:
The Beaverton Library has two significant and stable sources of funding (97%). The City's operating levy is shared with the Library, providing approximately 36¢ per $1000 assessed valuation (AV) annually, totaling approximately $3.5 million each year. In addition, Washington County provides support for Beaverton and other members of the WCCLS, through its General Fund resources as well as a local option levy of 22¢ per $1000 AV. The base of both sources are expected to increase by approximately 4% annually due to rising property values in Washington County. The local option levy continues until June 2021 and a renewal opportunity will be offered to voters at the May 2020 election.



FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0552 MATERIALS & OPERATIONS	**DIVISION MANAGER:** MICHELE CALDWELL

Program Goal:
To purchase and process all library materials, including electronic databases, in a timely, cost-effective manner so that materials will be readily accessible for public use.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	7.75	8.00	8.00	9.00	9.00
PERSONNEL SERVICES	$690,097	$729,219	$804,864	$901,954	$901,954
MATERIALS & SERVICES	24,420	24,792	27,150	23,900	23,900
CAPITAL OUTLAY					
TRANSFERS	21,053	23,606	26,423	25,551	25,551
TOTAL	**$735,570**	**$777,617**	**$858,437**	**$951,405**	**$951,405**

Program Objective:
Ninety percent of all new library materials will be available for circulation within 30 days of receipt and high demand material will be available within one week of receipt. All items to be withdrawn from the collection will be deleted from the catalog in a timely manner.

Adapt new technologies and vendor services into department workflows to improve efficiency. Incorporate new cataloging and processing procedures as needed to add new formats such as e-books, e-readers and Library of Things materials to the library collections.

Maintain an active volunteer work force to assist in the processing, repair, and maintenance of library materials.

Progress on FY 2019-20 Action Plan:

- Continued to keep collection inventories up-to-date using reports available in Polaris and performing regular weeding of collections. In conjunction with implementing elements of the Space Plan study for the main library, downsized and moved the Reference and Magazine & Newspaper collections. Study Rooms will be built in the space that used to house the Reference collection. Magazines & Newspapers were moved into the room in the southwest corner of the 2nd floor as part of an effort to create a quiet, comfy Reading Room.

- Continued to expand the Library of Things collections that were launched in June 2018, including purchasing, cataloging and packaging items for this unique collection.

- Interlibrary loan services were moved to Technical Services in FY 2016-17. Continued to update and streamline processes to provide excellent customer service to library patrons and partnering libraries across the country.

- As a division, worked to align internal goals with the library's strategic plan and contributed to the library-wide action plan.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0552 MATERIALS & OPERATIONS	**DIVISION MANAGER:** MICHELE CALDWELL

FY 2020-21 Action Plan:

- Continue to administer the Grab & Go collection and make adjustments as needed to this new service that was launched in March of 2020. Grab & Go is a shelf of books located at the Beaverton Transit Center where commuters are invited to grab a free book to keep. Inventory for the Grab & Go services comes from donations made to the Friends of the Library and withdrawn library books.

- Continue to keep collection inventories up-to-date and perform regular weeding of collections. Continue to re-use withdrawn library materials as much as possible through donations to partner organizations and supplying the Grab & Go service.

- Continue to develop and execute plans for strategic weeding and relocation of collections in conjunction with implementing elements of the Space Plan study for the main library.

- Continue to expand the Library of Things collections that were launched in June 2018, including purchasing, cataloging and packaging items for this unique collection.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Workload Measures				
Total Number of items added to collection	43,541	47,239	48,000 / 46,000	46,000
Total Number of items withdrawn from collection	59,027	31,204	45,000 / 50,000	45,000
Interlibrary loans borrowed from other libraries	4,059	4,170	4,000 / 4,500	4,500
Interlibrary Loans lent to other libraries	2,488	3,139	2,200 / 3,600	3,600
Effectiveness Measures				
Total number of items in collection	336,984	353,019	326,984 / 357,019	356,019

Performance outcomes and Program Trends:
Customers will have quick access to best sellers and other high priority materials. They will have access to a large collection of materials that are organized, packaged and labeled in a manner that allows users to easily identify items in the catalog and locate materials throughout the library.

The catalog will be up-to-date and accurately represent library holdings and inventory. Regular, timely removal of inactive inventory records is performed to maintain catalog accuracy. Library materials are collected in more than 20 languages, with language-appropriate cataloging and access including a Spanish-language catalog interface.

On-going weeding of library collections ensures that materials available to the public are up-to-date and relevant. Selected withdrawn library items are offered for sale through the New Friends of Beaverton City Library. Other withdrawn materials are donated to partner agencies, given away during the annual Beaverton parade or used to supply the Grab & Go shelf at the Beaverton Transit Center. Materials that cannot be reused are recycled.

Volunteers continue to play an integral role in the Technical Services Division's ability to meet demands for new materials and in the maintenance and repair of items, as well as the removal ("weeding") of materials from collections.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0553 ACCESS SERVICES	**DIVISION MANAGER:** MELISSA LITTLE

Program Goal:
To provide library users with courteous and efficient access to materials.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	24.60	23.50	23.75	23.75	23.75
PERSONNEL SERVICES	$2,032,887	$2,016,523	$2,195,505	$2,205,696	$2,205,696
MATERIALS & SERVICES	67,636	86,986	91,326	83,767	83,767
CAPITAL OUTLAY					
TRANSFERS	14,556	16,412	17,615	16,259	16,259
TOTAL	**$2,115,079**	**$2,119,921**	**$2,304,446**	**$2,305,722**	**$2,305,722**

Program Objectives:
Provide directional and informational assistance and give a friendly welcome to all library users; provide prompt and courteous checkout of library materials, including both self-service and personal service options; issue library cards and maintain patron accounts including collection of fines and feeds.

Check in and re-shelve library materials promptly and efficiently; process and shelve holds for patron pick up within 24-hours of delivery; support intra-library borrowing of materials among WCCLS member libraries.

Support other library teams through programming assistance, collection maintenance, and providing basic reference and reading recommendations to patrons.

Progress on FY 2019-20 Action Plan:

- LEAP, the Polaris Mobile App, has been purchased by WCCLS. Currently it can only be used in the library buildings due to restrictions on the network used. In 2020 we will be working with city ISD and WCCLS Automation to develop a plan that will allow the library to circulate materials off-site using a virtual private network.
- WCCLS member libraries created Polaris Core Competencies which our team is using to ensure knowledge of current staff and to train new hires.
- The Murray Scholls Access Services staff are using When to Work to schedule staff and offer available shifts. The Main Library, with a larger pool of learners, plans to be using this software by March 2020.
- Three new self-checks have been purchased for the main library in the last two budget cycles. We will be investigating options for replacement of the two very outdated machines at the Main Library.
- In the fall of 2019, Victoria Campbell finalized a plan that allowed WCCLS to get data directly from Beaverton School District. This initiative resulted in the library registering over 13,000 additional cards. (DEI Plan PE3.5)

FY 2020-21 Action Plan:

- Work with WCCLS Automation and ISD to develop a plan that will allow the library to circulate materials off-site using a virtual private network.
- Use Patron Facing Core Competencies developed by WCCLS with local library input to improve patron services and develop Access Services staff.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0553 ACCESS SERVICES	**DIVISION MANAGER:** MELISSA LITTLE

- Replace the two remaining self-checks which have not been upgraded to Windows 10.
- Work with Materials and Operations Services to find areas where Access Services staff can help with Grab & Go Library and the Library of Things.
- Work with Programming and Public Services to create opportunities to help with programming initiatves, especially around the new Beaverton DAM (Design and Make).
- Work with WCCLS and Beaverton School District to determine a plan for renewing existing library cards as well as issuing cards to any new students in the 2020-21 school year. (DEI Plan PE3.5)

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Workload Measures*				
Annual circulation of print materials at the Main Library (by fiscal year)	1,885,419	1,773,455	1,925,000 / 1,828,750	1,825,000
Annual Number of library cards issued	7,232	7,829	8,500 / 26,500*	10,000
Annual number of customers entering library building (gate count)	563,866	555,128	560,000 / 557,000	560,000
Annual number of holds picked up at Main Library	288,000	254,569	255,000 / 255,000	255,000

*Workload measures are only for the Main Library. The Branch provides its own measures in its divisional goals and objectives.

Program Outcomes and Program Trends:
Beaverton City Libraries continue to be one of the busiest libraries in WCCLS. While circulation of print materials continues to trend downward by 5% every year, digital holdings help to keep total use of library materials high overall.

Library cards issued had a large growth due to the project referenced above. While new students will continue to be registered, we will not see the one time jump that we saw this year.

We continue to look for training and growth opportunities for those staff whose workload has decreased due to materials handling being less a focus of Access Services. Employees from this work group have been very active in community engagement. In 2019, staff from this team attended 32 events in the city in addition to the community outreach efforts done by children's, teen, and adult librarians. We will continue to look for opportunities for this group to do more public service assistance the requests for outreach to the community continues to grow. In 2021, we will examine the budget impact of re-classifying some LA1 staff (who only handle materials) to LA2 to gain the flexibility needed to grow patron services.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0554 PUBLIC SERVICES & PROGRAMMING	**DIVISION MANAGER:** DAWN BORGARDT

Program Goal:
To serve the community by developing a collection of reference, fiction and nonfiction materials in a variety of formats, both print and electronic; to provide access to timely information; to provide answers and instructions in the use of library resources; to promote lifelong learning through a variety of programs and services and to make the library services and resources accessible to all customers.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	9.95	10.20	10.25	10.25	10.25
PERSONNEL SERVICES	$1,068,141	$1,007,547	$1,139,776	$1,165,396	$1,165,396
MATERIALS & SERVICES	552,426	724,341	658,089	48,783	48,783
CAPITAL OUTLAY					
TRANSFERS	21,313	20,585	20,918	20,905	20,905
TOTAL	**$1,641,880**	**$1,752,473**	**$1,818,783**	**$1,235,084**	**$1,235,084**

Program Objectives:
The program goal, objectives, action plan, measures and trends reflect the work of the division formerly known as Adult Serivces.

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action# 5: Expand outreach to underrepresented populations*
- *Community Vision Action #26: Promote affordable extracurricular programming*
- *Community Vision Action #31: Expand senior activities, classes and connections*
- *Community Vision Action #32 Enhance youth and senior connections*
- *Community Vision Action #33: Provide training and support for families of seniors*
- *Community Vision Action #39: Expand library functions, services and events*

Foster community with services that reflect the diversity and build on the strengths of the Beaverton community. Enrich the lives of individuals by providing access to books, resources, and skill building opportunities in the library and remotely. Build a sense of connection to the community and world through resources and technology.

Progress on FY 2019-20 Action Plan:

- Provided services, programs, and outreach that attracted, represented and celebrated the cultural diversity of the Beaverton community.
- Provided services, programs and outreach that helped develop a community of readers, inspire creativity and lifelong learning, and help adults of all ages improve their quality of life.
- Partner with agencies and organizations to extend and enhance services, activities and programs for adult.
- Provided workshops, individual help, classes and other learning options related to technology and information literacy.
- Worked to align internal goals with the library's Strategic Plan and help implement the library-wide Action Plan.
- Worked with other WCCLS libraries to develop policies and procedures that ensure patron satisfaction.
- Worked with other Washington County libraries to develop policies and procedures that ensure patron satisfaction.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0554 PUBLIC SERVICES & PROGRAMMING	**DIVISION MANAGER:** DAWN BORGARDT

FY 2020-21 Action Plan

- Strive to meet patrons where they are with the tools and services that improve their lives.
- Continue to work with community partners to leverage the library's reputation as a trusted location in the community to expand access to social services. (DEI Plan PE2.2)
- Provide workshops, individual help, classes and other learning options related to technology and information literacy.
- Strive to create a more welcoming space through policy and space updates. (DEI Plan PE1.6)
- Update the Adult Services webpages to be more user-friendly and reflective of the scope of resources the library offers. (DEI Plan PE1.6)

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Demand Measures				
Number of reference questions answered	23,547	21,057	23,000 / 18,900	17,000
Number of non-reference patron interactions at Adult Service desks	28,277	22,820	25,000 / 18,500	14,600
Workload Measures:				
Number of adult services public programs	265	192	225 / 225	160
Number of outreach visits to adults	16	11	45 / 10	8
Effectiveness Measures:				
Circulation of adult print materials	865,830	804,990	730,000 / 748,000	695,000
Circulation of adult digital materials	No Data	192,360	No Data / 244,000	309,000
Number attending adult programs	4,113	5,361	5,200 / 6,000	6,500
Number of outreach contacts to adults	416	210	525 / 65	60

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0554 PUBLIC SERVICES & PROGRAMMING	**DIVISION MANAGER:** DAWN BORGARDT

Performance Outcomes and Program Trends:

The Library provides a diverse collection of materials in a variety of formats and languages. This collection is extended through the use of interlibrary loans. Library staff connect patrons with resources and informatoin in person, online and by telephone.

The Adult Services Division has 40 computers and 2 printers available for public use, provides Wi-Fi connectivity for user devices and offers wireless printing. The library offers opportunities for community members to develop technology skills through the volunteer Computer Helper program, as well through computer classes, and one-on-one on an as-needed basis.

Downloadable media, especially eBook use continues to increase. Data comparing circulation of adult digital material has been added (as compiled by WCCLS) above to show that while the trend with print material circulation continues down, there is a significant upward trend in circulation of and demand for digital materials.

Programming that features critical conversations (Death Café), listening and empathy (Human Library), and that reflects our community members' experience (2nd year of One Book, One Beaverton), and that provides intrinsic, rather than external incentives (Read for Bees Summer Reading for Adults) are all increasing in popularity. In fact, the author talk for January's One Book, One Beaverton event was at capacity only 7 minutes after the doors opened, attendance more than doubled in the program's second year. Multigenerational programming like the Fermentation Festival and the BeeFest are also trending this FY.

Partnerships continue to play a critical role in helping fulfill the library's mission – particularly this FY we have seen increased demand for social services provided at the library through our partnership with Community Action of Washington Coutny.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0555 LIBRARY COLLECTIONS & COMMUNITY ENGAGEMENT	**DIVISION MANAGER:** VICTORIA CAMPBELL

Program Goal:
To promote the joy of reading and the value of library resources to the children and teens of Beaverton and their caregivers. To provide programs and materials that will encourage children and teens to become lifelong learners and library users.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.45	12.15	12.15	12.15	12.15
PERSONNEL SERVICES	$1,024,291	$1,166,261	$1,271,253	$1,341,416	$1,341,416
MATERIALS & SERVICES	40,318	51,410	51,539	521,036	521,036
CAPITAL OUTLAY					
TRANSFERS	32,928	30,974	31,928	31,358	31,358
TOTAL	**$1,097,537**	**$1,248,645**	**$1,354,720**	**$1,893,810**	**$1,893,810**

Program Objectives:

The program goal, objectives, action plan, measures and trends reflect the work of the division formerly known as Youth Serivces.

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #5: Expand outreach to underrepresented populations*
- *Community Vision Action #25: Expand community involvement in schools*
- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #38: Provide early-learning resources through library*
- *Community Vision Action #39: Expand library function, services and event*
- *Community Vision Action #87: Develop activities and gathering spaces for teens*

Introduce books and reading to the infant, toddler, and preschool population of Beaverton and their caregivers through diverse collections, high quality story times, and daycare center visits. Prepare children to be ready to read and ready to learn when they enter Kindergarten. Publicize special events through media, schools, websites, social media and other outlets.

Promote the excitement and value of reading and library resources to students from kindergarten through twelfth grade by providing high quality reference and readers advisory services, dynamic programs, and instructional library tours to groups. Promote reading and library use through outreach to schools, WIC, Head Start programs, pediatrician offices and other locations.

Provide young adults (Grades 6-12) with an excellent collection of print and electronic resources that fulfills popular interests and supports their educational, cultural and informational needs. Collections include over twenty languages for children.

Encourage reading and library use when school is not in session. Promote the annual Summer Reading Program including reading incentives and special events for children and teens from infant through twelfth grade both at the library and in the community.

Engage volunteers and unpaid interns with the youth services division. Volunteers provided more than 3500 hours of service at the Main Library by helping staff prepare for and assist with programs, providing Homework Help and registering children for Summer Reading each summer. Volunteers provided more than 1000 hours for youth services at Murray Scholls last year.

Provide teens with a room that is enjoyable, safe and helpful for the diverse needs of that age group. The room is an attractive and appealing place for teens to spend time as well as a useful site for homework and research. Involve teens in developing programs and services, utilizing the Teen Library Council, surveys and other opinion gathering activities when planning programs and developing policies.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0555 LIBRARY COLLECTIONS & COMMUNITY ENGAGEMENT	**DIVISION MANAGER:** VICTORIA CAMPBELL

Progress on FY 2019-20 Action Plan:

- Worked with Beaverton School District and four other local WCCLS libraries to issue Youth Access Cards to all students. At Beaverton, we issued over 13,000 new cards to students and reviewed over 4,000 established cards to remove fines so they could use the library again. (DEI Plan PE3.5)
- Evaluated our Summer Reading Program to implement changes in 2020.
- Expanded the Juvenile Library of Things collection at both library locations.

FY 2020-21 Action Plan:

- Develop welcome kits for new families (DEI Plan PE5.3).
- Develop an community outreach plan to better serve kids, teens and adults outside the library (DEI Plan PE2.2).
- Implement Summer Reading Program redsign to increase opportunities outside the library. (DEI Plan PE2.2).
- Continue to work with Beaverton School District to renew cards issued this year and issue new Youth Access Cards to incoming kindergarteners and new students. (DEI Plan PE3.5)
- Add an additional .5 Library Outreach Specialist to increase outreach capacity, including brining Library on Wheels to Beaverton School District's additional pre-K classrooms.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Demand Measures: (Main Library)				
Number of reference questions answered	21,752	20,699	20,000 / 20,000	20,000
Number of non-reference patron interactions	28,919	27,191	27,000 / 30,000	33,000
Workload Measures: (Both Libraries)				
Number of programs offered	1,651	1,868	1,600 / 1,800	1,800
Number of outreach visits	1,120	1,143	1,150 /1,200	1,400
Number of volunteer homework helper hours	451	217	350 / 250	250
Effectiveness Measures:				
Attendance at programs (both libraries)	45,412	49,674	48,000 / 49,000	50,000
Outreach contacts to children, teens, and parents at schools and other locations (both libraries)	37,275	39,137	39,000 / 39,000	44,000
Summer Reading Program finishers (both libraries)*	4,111	3,964	4,300 / 4,300	4,500
Circulation of Children's and Young Adult Materials – physical format (Main Library only)	1,019,599	968,465	950,000 / 929,000	892,500
Circulation of Children's and Young Adult Materials – eFormat (Main Library only)*	47,654	69,019	80,000 / 80,000	92,000

* new measure

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0555 LIBRARY COLLECTIONS & COMMUNITY ENGAGEMENT	**DIVISION MANAGER:** VICTORIA CAMPBELL

Performance Outcomes and Program Trends:

The library was awarded Beaverton School District's WE award for District Community Partner of the Year in 2015 and received another WE Award for their work with Nutrition Services in 2017. Staff currently participate in ten school district community partnership teams, which have creative new opportunities to connect to schools. As local schools become Future Ready, the youth services division will need to continually increase the resources available electronically and provide access to those resources. Oregon Battle of Books titles are available for children and teens from two different ebook services, on Kindles that can be checked out from the library, as well as in audiobooks and print formats. Ebook checkout is also on the rise, especially for children's books. Youth services staff is working with Beaverton School District to offer Youth Access Cards to students. This parentership will conintue by issuing new cards to kindergarten students and new students each fall.

Youth Services staff continue provide early literacy/learning workshops and early literacy tips at story times to assist parents as they guide their future students to become ready for kindergarten, in accordance with best practices set by the Oregon Department of Education. Of special note is that Youth Services staff visit kindergarten orientations, and are working with the Beaverton School District's Early Learning Committee to provide additional kindergarten readiness programs, like 1,000 Books before Kindergarten and Ready, Set, Kindergarten. Staff also continue to provide early literacy training offsite at Head Starts, mom's groups, and at Beaverton School District's Title 1 schools. Library staff also provided early literacy training for parents in BSD's Continuing Education for Young Parents program. Requests for outreach in Spanish by community partners are filled by our Outreach Specialist position and include bilingual and Spanish Early Literacy Workshops, Baby Early Literacy Storytimes, Latino Parent Group Presentation, and WIC Storytimes. This work is now at capacity and additional staff is needed. Youth Services will continue to slightly reduce the number of programs held inside the library in order to provide more outreach services beyond the library walls.

Teen room and programs continue to be popular. The New Friends of Beaverton City Library sponsors the annual Teen Art Show and two annual writing contests. The Homework Help program for Grades 6-12 helped over 30 students a month during the school year. Staff have also mentored teens at a local high school to build resume and interviewing skills. The library continues to seek advice from the Teen Library Council as the Teen Room at main gets a small refresh.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	**DIVISION MANAGER:** VICTORIA CAMPBELL AND MELISSA LITTLE

Program Goal:
To provide the best possible library services to Southwest Beaverton and its surrounding areas.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	10.80	11.73	11.48	11.48	11.48
PERSONNEL SERVICES	$823,827	$900,210	$985,984	$1,023,343	$1,023,343
MATERIALS & SERVICES	266,276	268,514	289,048	281,180	281,180
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$1,090,103**	**$1,168,724**	**$1,275,032**	**$1,304,523**	**$1,304,523**

Program Objective:
This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #38: Provide early-learning resources through library*
- *Community Vision Action #39: Expand library function, services and events*
- *Community Vision Action #87: Develop activities and gathering spaces for teens*

Provide residents of all ages with an excellent collection of print and electronic resources that fulfills popular interests and supports their educational, cultural and informational needs.

Introduce books and reading to the infant, toddler, and preschool population of Beaverton and their caregivers through diverse collections, high quality story times, and other services. Prepare children to be ready to read and ready to learn when they enter Kindergarten.

Promote the excitement and value of reading and library resources to students from kindergarten through twelfth grade by providing high quality reference and readers advisory services, dynamic programs, and instructional library tours to groups.

Encourage reading and library use when school is not in session. Promote the annual Summer Reading Program including reading incentives and special events for children and teens from infant through twelfth grade.

Reduce the digital divide by offering public use computers, Wi-Fi connectivity, and wireless printing.

Engage volunteers with opportunities for meaningful involvement that supports all areas of the library and its services.

Progress on FY 2019-20 Action Plan:

- The Branch Program (0558) supports the shared goals of Circulation (0553) and Youth Services (0558). The strategic goals and action plan are the same for both library locations

FY 2020-21 Action Plan:

- The Branch Program (0558) supports the goals of Circulation (0553) and Youth Services (0558). The strategic goals and action plan are the same for both library locations.
- Some Performance Measures will be maintained separately for the two locations to better track progress and growth.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	**DIVISION MANAGER:** VICTORIA CAMPBELL AND MELISSA LITTLE

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Demand Measures				
Number of customers entering the Branch (gate count)	242,172	254, 109	260,000 / 256,000	260,000
Annual number of holds picked up at Branch	133,113	136,757	135,000 / 139,350	140,000
Number of reference questions answered	14,121	14,062	14,000 / 14,000	14,000
Total Internet user sessions (New measure)	17,851	15,074	14,750 / 14,750	14,000
Workload Measures				
Annual Circulation of Library Materials	642,234	641,417	710,000 / 642,000	645,000
Annual number of library cards issued	2,025	2,127	2,200 / 2,200	2,200
Effectiveness Measures				
Circulation of Children's and Young Adult Materials (Murray Scholls only)	410,720	413,174	350,000 / 414,000	416,000

Performance Outcomes and Program Trends:

The Murray Scholls branch opened in 2010 and expanded in 2015, and serves the neighborhoods of South Beaverton and beyond. It is anticipated that ongoing development in Cooper Mountain will increase demand for library services in south Beaverton, which necessitates some thoughtful consideration for how to meet those needs, vis-à-vis the current branch operation in a leased commercial space.

Many program expenses were shifted to other Library programs demonstrating the inter-connectedness of the programs, including the use of staff. Most of the expenses remaining in this program are staff nominally assigned to the branch or are facility related expenses such as janitorial services and common area maintenance charges.

Materials, services and programs for children and teens will continue to be the major focus for this location. Staff have also started to track the types and frequency of requests for additional adult services. In August 2018, hours at the branch were expanded, which resulted in increases in the number of programs and attendance, internet use, and circulation.

FUND: 115 LIBRARY	**DEPARTMENT:** LIBRARY
PROGRAM: 0559 LIBRARY TRUST	**DEPARTMENT HEAD:** GLENN FERDMAN

MISSION STATEMENT:
The Library Trust Fund accounts for specific donations and contributions received by the library and for the expenditures of said funds. Expenditures in this fund are reviewed by the Library Board and must be included in the City budget, which is approved by the City Council. The Trust Fund money is expended exclusively for the benefit of the Beaverton City Library for books, programs, equipment, materials and other property used by the library, but not for salaries of library personnel.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	$48,868	$42,386	$71,000	$27,500	$27,500
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	91,226	99,210	99,210
TOTAL	**$48,868**	**$42,386**	**$162,226**	**$126,710**	**$126,710**

Services and Trends:
Trust Fund revenues can vary significantly from year to year, as they depend on donations made by individuals, the Beaverton Library Foundation and the New Friends of the Beaverton City Library, and others. These funds are usually designated to support the Summer Reading Program and other special projects. Funds donated in honor or in memory of a loved one are expended as requested by the donors.

Progress on FY 2019-20 Action Plan:
- The Trust Fund continued to be the depository and expenditure mechanism for gifts and donations made to the library. The library does not actively solicit for these donations.
- Provide support and guidance for the New Friends of Beaverton City Library and the Beaverton Library Foundation as they write and enact their own Strategic Plans. The Library Foundation Board underwent a major transition this past year which saw the resignation of most of its members. During that time we successfully recruited three new members, after which the president of 12 years decided to step down. We are currently working to add capacity to the Board prior to beginning a new strategic planning process.
- Continued to recruit, place, evaluate and recognize volunteers working with NFBCL. Several dozen new volunteers were added to the NFBCL this year.
- The New Friends of Beaverton City Library has agreed to assume funding for the summer reading program and several smaller funding items previously funding by the Foundation, to allow the Foundation to go after larger donations (e.g., funding for the library Space Plan), in response to a recent re-focusing of the Foundation's mission. The New Friends of Beaverton City Library continued to increase their revenues made through used book sales online and at The Book Corner store and bi-annual library sales. They donated more than $60,000 to the library and additionally assumed funding for the summer reading program and several smaller funding items previously funded by the Foundation. A large portion of the Friends donations are being used to fund projects identified in the library Space Plan. With the Friends' adoption of the Foundation's funding commitments, the Foundation is better positioned to go after larger donations in response to a recent re-focusing of their mission.

FY 2020-21 Action Plan:
- Work with New Friends Board on exploring a new business model which involves a smaller physical footprint and increased reliance on their semi-annual used book sale and online sales.
- Continue to work with the Friends to identify new funding opportunities for the library.
- Continue to grow Foundation Board membership.
- Work with the Foundation on the planning of a fundraising event to help them achieve their goal of raising funds for a library bookmobile.

FUND:	**DEPARTMENT:**
115 LIBRARY	LIBRARY
PROGRAM:	**DEPARTMENT HEAD:**
0560 LIBRARY BUILDING OPERATIONS & MAINTENANCE	GLENN FERDMAN

Program Goal:
To better track library building operations and maintenance costs.

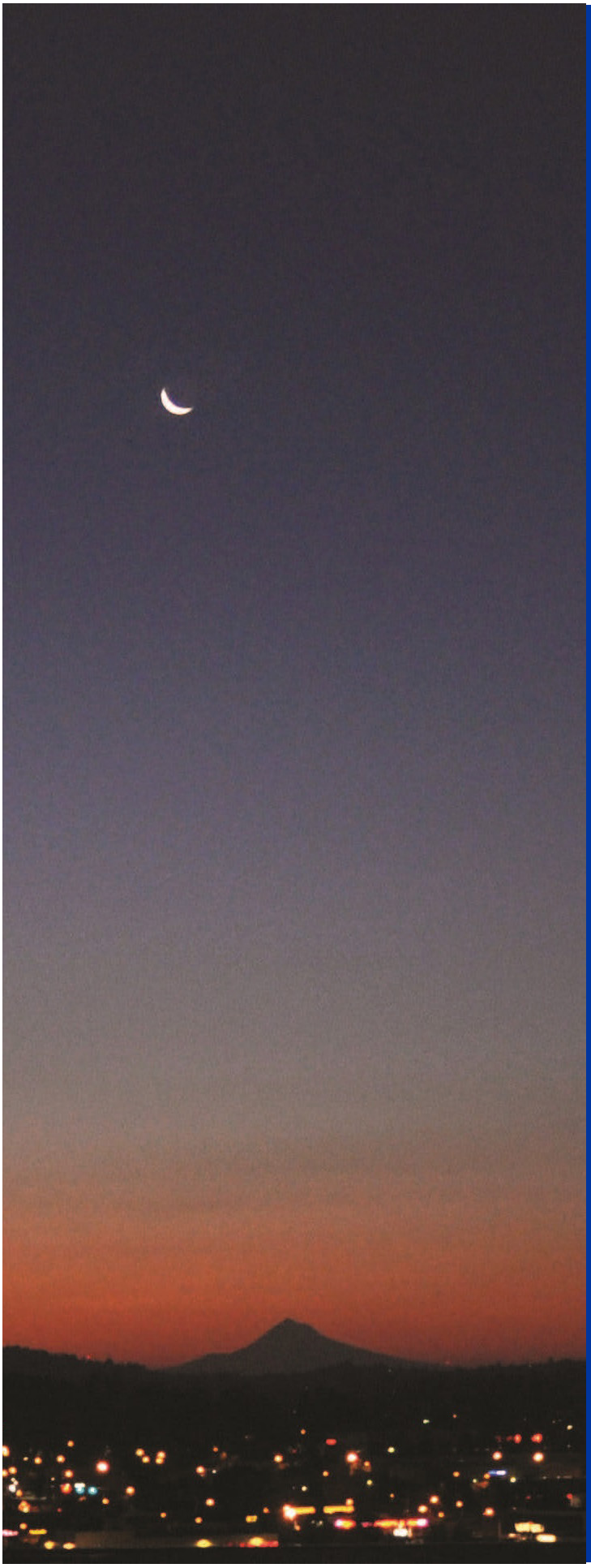
REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.00	0.00	0.00	1.00	1.00
PERSONNEL SERVICES	$0	$0	$0	$110,387	$110,387
MATERIALS & SERVICES	0	0	0	628,868	628,868
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$0**	**$0**	**$0**	**$739,255**	**$739,255**

Program Objective:

To consolidate all library building operations & maintenance expenses (including personnel, professional services, utilities, building maintenance, etc.) from the General and Library Funds into one program area to better track those costs and separate them from the rest of the library operations.

FY 2020-21 Action Plan:

Perform needed maintenance and repairs to library HVAC system, as well as other critical library building maintenance (e.g, replacement lights in East parking lot, replacement carpeting, etc.).



General Bonded Debt Fund

- Debt Service

Beaverton
OREGON

GENERAL BONDED DEBT FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$1,910,671	$2,058,704	$1,957,621	$1,957,621	$2,022,010
Interest on investments	14,644	19,871	22,700	18,900	12,700
Miscellaneous	1,463	2,988	1,000	2,300	1,800
Sub Total Revenues	$1,926,778	$2,081,563	$1,981,321	$1,978,821	$2,036,510
Expenditures:					
Materials & services					
Sub Total Expenditures	$0	$0	$0	$0	$0
Revenues Over/Under Expenditures	$1,926,778	$2,081,563	$1,981,321	$1,978,821	$2,036,510
Other financing sources (uses):					
Transfers in	$1,190,387	$53,860	$0	$0	$0
Transfers out	0	0	0	0	0
Debt Service - Principal	(1,480,000)	(1,000,000)	(815,000)	(815,000)	(900,000)
Debt Service - Interest	(1,609,511)	(1,180,621)	(1,130,621)	(1,130,621)	(1,106,172)
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	($1,899,124)	($2,126,761)	($1,945,621)	($1,945,621)	($2,006,172)
Net Change in Fund Balance	$27,654	($45,198)	$35,700	$33,200	$30,338
Fund Balance/Working Capital Beginning of Year	149,589	177,243	132,045	132,045	165,245
Fund Balance (Contingency)/Working Capital End of Year	$177,243	$132,045	$167,745	$165,245	$195,583

The fund balance for FY 2020-21 adopted budget is designated for retirement of bonded debt.

FUND:	**DEPARTMENT:**
201 GENERAL BONDED DEBT	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

MISSION STATEMENT:

Debt management of outstanding General Obligation Bonds. The bonded debt in this fund is a voted general obligation bond issue. Payments of the maturing principal and interest are funded through a property tax levy. This is a levy outside the permanent tax rate and is not within the $10 governmental limit set by Measure 5.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
DEBT SERVICE	$3,089,511	$2,180,621	$1,945,621	$2,006,172	$2,006,172
TRANSFERS					
CONTINGENCY	0	0	167,745	195,583	195,583
TOTAL	**$3,089,511**	**$2,180,621**	**$2,113,366**	**$2,201,755**	**$2,201,755**

Funding Sources:	**FY 2017-18**	**FY 2018-19**	**FY 2019-20**	**FY 2020-21**	**FY 2020-21**
Beginning Working Capital	$149,589	$177,243	$132,045	$165,245	$165,245
Property Taxes	1,911,778	2,060,601	1,958,621	2,023,810	2,023,810
Miscellaneous Revenue	14,998	20,963	22,700	12,700	12,700
Transfers from General Fund	1,190,387	53,860	0	0	0

Voters approved a General Obligation Bond Measure for a new Public Safety Building in November 2016 authorizing $35 million in GO Bonds. The bonds were publicly bid and awarded on February 8, 2017. Principal payments on the 2017 series were deferred until FY 2019-20 to as to allow the debt service levy to remain constant at approximately 20¢ per $1000 assessed valuation with priority for the previous 2005 series bonds. In FY 2020-21 the debt service levy will be approximately 20¢ per $1000 assessed valuation to raise $2,023,810.

Below is a photo of the Public Safety Center in the midst of construction.

FUND:	**DEPARTMENT:**
201 GENERAL BONDED DEBT	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

GENERAL OBLIGATION DEBT

General Obligation Bonds Series 2017 were issued February 2017, with interest rates from 3% to 5% in an original amount of $33,845,000. The bonds are for the construction of an approximately 90,000 square foot public safety center. The facility will house the City's police department, emergency management division, and other public safety services. This bond was authorized by the voters at the November 2017 General Election.

2017 GO Public Safety Center Bonds

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2021	900,000	1,106,172	2,006,172
2021-2022	995,000	1,079,171	2,074,171
2022-2023	1,090,000	1,049,321	2,139,321
2023-2024	1,195,000	1,016,622	2,211,622
2024-2025	1,325,000	956,871	2,281,871
2025-2026	1,465,000	890,621	2,355,621
2026-2027	1,615,000	817,372	2,432,372
2027-2028	1,755,000	752,771	2,507,771
2028-2029	1,890,000	700,121	2,590,121
2029-2030	2,030,000	643,421	2,673,421
2030-2031	2,175,000	582,521	2,757,521
2031-2032	2,330,000	517,271	2,847,271
2032-2033	2,490,000	447,371	2,937,371
2033-2034	2,660,000	372,671	3,032,671
2034-2035	2,845,000	289,546	3,134,546
2035-2036	3,035,000	200,640	3,235,640
2036-2037	3,235,000	103,520	3,338,520
Total	$33,030,000	$11,526,003	$44,556,003

Special Revenue Debt Fund

Beaverton
OREGON

SPECIAL REVENUE DEBT FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Right-of-Way fees	$1,084,060	$1,084,060	$1,443,680	$1,161,292	$0
Interest on investments	2,605	3,868	3,500	4,100	0
Sub Total Revenues	$1,086,665	$1,087,928	$1,447,180	$1,165,392	$0
Expenditures:					
Materials & services					
Sub Total Expenditures	$0	$0	$0	$0	$0
Revenues Over/Under Expenditures	$1,086,665	$1,087,928	$1,447,180	$1,165,392	$0
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$2,394,400
Transfers out	0	0	0	0	0
Debt Service - Principal	(1,014,488)	(1,038,173)	(1,422,030)	(1,422,030)	(2,394,400)
Debt Service - Interest	(69,569)	(45,885)	(21,648)	(21,648)	0
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	($1,084,057)	($1,084,058)	($1,443,678)	($1,443,678)	$0
Net Change in Fund Balance	$2,608	$3,870	$3,502	($278,286)	$0
Fund Balance/Working Capital Beginning of Year	271,808	274,416	278,286	278,286	0
Fund Balance (Contingency)/Working Capital End of Year	$274,416	$278,286	$281,788	$0	$0

Prior to FY 2020-21, this fund accounted for the debt service on purchasing and remodeling the Beaverton Building to be use as a City Hall. The debt was paid off early during FY 2019-20 in order to eliminate bond covenant conditions on a new Specia Revenue Bond that was issued in late FY 2019-20. The new $35 Million bond issue provided resources for the Patricia Rese Center For the Arts construction project ($21 million), the Public Safety Building construction project ($7 million), City Parl Fountain reconstruction ($2.5 million), Plaza and Gateway Entrance construction project ($1.64 million), Central Plan construction project ($1.2 million) and $1.66 million for other City Projects. Funding for the debt service payment is provide by a transfer from the Transient Lodging Tax Fund for the $21 Million deposited into the Patricia Reser Center for the Art construction Project and from the General Fund for the remaining $14 Million in funding for the above projects.

FUND:	**DEPARTMENT:**
202 SPECIAL REVENUE DEBT FUND	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

MISSION STATEMENT:
Debt management of outstanding Special Revenue Bonds. There are no property taxes supporting the debt service for this borrowing so it is not subject to the $10 governmental limit set by Measure 5. For the years prior to FY 2020-21, this Fund accounted for the debt repayment on the $7 Million 2013 Special Revenue Bonds to finance the "Tenant improvements" of City Hall (The Beaverton Building). Payments of the principal and interest are funded through an annual appropriation and transfer of a portion of the Right of Way (ROW) fees from the General Fund. The 2013 bond issue was paid off in May 2020.

In June 2020, the city issued $90 Million in Special Revenue Bonds of which $35 Million (Series 2020A Non Taxable) was dedicated to City Capital Projects and $55 Million (Series 2020 B Taxable) was dedicated to the Beaverton Urban Redevelopment Agency's Capital Projects. The debt service on the $35 Million Series 2020A bonds will be accounted for in this Fund and the debt service for the $55 Million Series 2020B bonds will be accounted for in the BURA Debt Service fund.

The $35 Million Series 2020A bonds were issued to fund the following projects:

1. $21 Million for the Patricia Reser Center for the Arts (PRCA) construction program CIP Number 3521 with the annual debt service for this portion of the bond issue funded by transfer from the Transient Lodging Tax Fund 107.
2. $7 Million for the funding gap in the Public Safety Center's construction program CIP Number 3509.
3. $2.5 Million for the City Park Fountain reconstruction program CIP Number 3522
4. $1.64 Million for the Plaza Entrance and Gateway construction program CIP 3523
5. $1.2 Million for the Central Plant to extend HVAC services to the PRCA and Parking Garage.
6. $1.66 Million for other City CIP Projects such as Griffith Park Building Remodel or Rail Road Quite Zones.

The annual debt service payments for items 2 through 6 will be funded by a transfer from the City's General Fund 001

REQUIREMENTS	**FY 2017-18 ACTUAL**	**FY 2018-19 ACTUAL**	**FY 2019-20 BUDGETED**	**FY 2020-21 PROPOSED**	**FY 2020-21 ADOPTED**
DEBT SERVICE	$1,084,057	$1,084,058	$1,443,678	$2,394,400	$2,394,400
TRANSFERS					
CONTINGENCY	0	0	281,788	0	0
TOTAL	**$1,084,057**	**$1,084,058**	**$1,725,466**	**$2,394,400**	**$2,394,400**

Funding Sources:	**FY 2017-18**	**FY 2018-19**	**FY 2019-20**	**FY 2020-21**	**FY 2020-21**
Beginning Working Capital	$271,808	$274,416	$278,286	$0	$0
Franchise Fee Allocation from General Fund	1,084,060	1,084,060	1,443,680	0	0
Transfer from General Fund	0	0	0	1,030,144	1,030,144
Transfer from TLT Fund	0	0	0	1,364,256	1,364,256
Miscellaneous Revenue	2,605	3,868	3,500	0	0

The following table represents the annual debt service on the $21 million portion of the bonds that were issued to fund the City's portion of the PRCA's construction costs which is funded by a transfer from the City's Transient Lodging Tax Fund. The bonds were sold a premium so the original Par Amount of the issue was $16,920,000.

FISCAL YEAR	**INTEREST**	**PRINCIPAL**	**TOTAL**
2020-21	$747073	$0	$747,073
2021-22	784,100	0	784,100

FUND:	**DEPARTMENT:**
202 SPECIAL REVENUE DEBT FUND	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2022-23	784,100	605,000	1,389,100
2023-24	753,850	635,000	1,388,850
2024-25	722,100	670,000	1,392,100
2025-26	688,600	700,000	1,388,600
2026-27	653,600	735,000	1,388,600
2027-28	616,850	775,000	1,391,850
2028-29	578,100	810,000	1,388,100
2029-30	537,600	855,000	1,392,600
2030-31	494,850	895,000	1,389,850
2031-32	450,100	940,000	1,390,100
2032-33	403,100	985,000	1,388,100
2033-34	353,850	1,035,000	1,388,850
2034-35	302,100	1,090,000	1,392,100
2035-36	247,600	1,145,000	1,392,600
2036-37	201,800	1,145,000	1,391,800
2037-38	154,200	1,235,000	1,389,200
2038-39	104,800	1,285,000	1,389,800
2039-40	53,400	1,335,000	1,388,400
	$9,631,773	**$16,920,000**	**$26,551,773**

The following table represents the annual debt service on the $14 million portion of the bonds that were issued to fund the City's portion the other CIP Projects identified above as items 2 through 6 which is funded by a transfer from the City's General Fund. The bonds were sold a premium so the original Par Amount of the issue was $11,390,000.

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2020-21	$505,544	$370,000	$875,554
2021-22	512,100	365,000	877,100
2022-23	493,850	385,000	878,850
2023-24	474,600	400,000	874,600
2024-25	454,600	420,000	874,600
2025-26	433,600	445,000	878,600
2026-27	411,350	465,000	876,350
2027-28	388,100	490,000	878,100
2028-29	363,600	510,000	873,600
2029-30	338,100	535,000	873,100
2030-31	311,350	560,000	871,350
2031-32	283,350	595,000	878,350
2032-33	253,600	620,000	873,600
2033-34	222,600	655,000	877,600
2034-35	189,850	685,000	874,850
2035-36	155,600	715,000	870,600
2036-37	127,000	750,000	877,000
2037-38	97,000	780,000	877,000
2038-39	65,800	805,000	870,800
2039-40	33,600	840,000	873,600
	$6,115,194	**$11,390,000**	**$17,505,194**

Capital Development Fund

- Property Acquisition Program
- Various Capital Development Projects

Beaverton
OREGON

CAPITAL DEVELOPMENT FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$0	$0	$460,000	$460,000	$0
Interest on investments	486,602	633,170	472,300	320,700	208,210
Bond/financing proceeds	0	0	32,140,000	31,000,000	0
Miscellaneous	24,168	127,282	6,788,329	8,230,933	17,013,838
Sub Total Revenues	$510,770	$760,452	$39,860,629	$40,011,633	$17,222,048
Expenditures:					
Materials & services	$0	$0	$365,000	$365,000	$0
Capital outlay	3,430,611	14,143,411	54,260,567	50,104,896	32,287,667
Sub Total Expenditures	$3,430,611	$14,143,411	$54,625,567	$50,469,896	$32,287,667
Revenues Over/Under Expenditures	($2,919,841)	($13,382,959)	($14,764,938)	($10,458,263)	($15,065,619)
Other financing sources (uses):					
Transfers in	$2,066,662	$1,471,873	$928,303	$1,951,178	$187,986
Transfers out	(83,899)	0	0	0	0
Total Other Financing Sources (Uses):	$1,982,763	$1,471,873	$928,303	$1,951,178	$187,986
Net Change in Fund Balance	($937,078)	($11,911,086)	($13,836,635)	($8,507,085)	($14,877,633)
Fund Balance/Working Capital Beginning of Year	36,232,882	35,295,804	23,384,718	23,384,718	14,877,633
Fund Balance (Contingency)/Working Capital End of Year	$35,295,804	$23,384,718	$9,548,083	$14,877,633	$0

This fund accounts for major remodeling, construction or purchase of civic facilities. The FY 2020-21 Adopted Budget reflects that all the civic projects will be completed by the end of the fiscal year.

FUND:	DEPARTMENT:
301 CAPITAL DEVELOPMENT	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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	$365,000	$0	$0
CAPITAL OUTLAY	3,430,611	14,143,411	54,260,567	32,287,667	32,287,667
TRANSFERS	83,899	0	0	0	0
CONTINGENCY	0	0	9,548,083	0	0
TOTAL	**$3,514,510**	**$14,143,411**	**$64,173,650**	**$32,287,667**	**$32,287,667**

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	$14,877,633
Intergovernmental Revenues	0	0	460,000	0	0
Miscellaneous Revenues	510,770	760,450	7,260,629	17,222,048	17,222,048
Transfer from General Fund	423,464	1,090,055	722,303	187,986	187,986
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	32,140,000	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.

FUND:	DEPARTMENT:
301 CAPITAL DEVELOPMENT	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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

FUND:	DEPARTMENT:
301 CAPITAL DEVELOPMENT	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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.

Capital Projects Fund

- Various Construction Projects

Beaverton
OREGON

CAPITAL PROJECTS FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental	$514,255	$175,000	$230,000	$1,025,000	$1,615,000
Interest on investments	9,658	13,826	12,500	13,700	7,100
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$523,913	$188,826	$242,500	$1,038,700	$1,622,100
Expenditures:					
Materials & services	$0	$0	$0	$0	$0
Capital outlay	2,721,243	2,372,183	5,463,077	3,003,928	5,442,000
Sub Total Expenditures	$2,721,243	$2,372,183	$5,463,077	$3,003,928	$5,442,000
Revenues Over/Under Expenditures	($2,197,330)	($2,183,357)	($5,220,577)	($1,965,228)	($3,819,900)
Other financing sources (uses):					
Transfers in	$2,328,212	$1,539,215	$5,133,077	$2,843,928	$3,787,000
Transfers out	0	(72,635)	0	0	(65,906)
Total Other Financing Sources (Uses):	$2,328,212	$1,466,580	$5,133,077	$2,843,928	$3,721,094
Net Change in Fund Balance	$130,882	($716,777)	($87,500)	$878,700	($98,806)
Fund Balance/Working Capital Beginning of Year	1,208,233	1,339,115	622,338	622,338	1,501,038
Fund Balance (Contingency)/Working Capital End of Year	$1,339,115	$622,338	$534,838	$1,501,038	$1,402,232

This fund accounts for the construction of Street Projects. Contingencies accumulate from year to year and are designated for specific construction projects and will be appropriated in future years.

FUND:	DEPARTMENT:
310 CAPITAL PROJECTS	PUBLIC WORKS - ENGINEERING
PROGRAM:	**DEPARTMENT HEAD:**
TRANSPORTATION & CIVIC PROJECTS	CHAD LYNN

MISSION STATEMENT:
The Capital Projects Fund manages the expenditures for improvements to the city's street infrastructure system in support of traffic and congestion management. The City's Capital Improvement Program (CIP) includes projects for a five-year period but forecasts two years of funding for projects. Most projects require multiple years to complete and typically involve design, permitting, right of way acquisition, and construction. The major sources of revenue are transfers from other funds, grants, and intergovernmental payments/reimbursements.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
CAPITAL OUTLAY	$2,721,243	$2,372,183	$5,463,077	$5,442,000	$5,442,000
TRANSFERS	0	72,635	0	65,906	65,906
CONTINGENCY	0	0	534,838	1,402,232	1,402,232
TOTAL	**$2,721,243**	**$2,444,818**	**$5,997,915**	**$6,910,138**	**$6,910,138**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$1,208,233	$1,339,115	$622,338	$1,501,038	$1,501,038
Transfers from:					
General Fund	395,366	312,628	888,066	708,500	708,500
Street Fund	111,183	1,064,475	1,058,464	717,594	717,594
Transportation Dev. Tax / TIF Fund	1,821,663	162,112	3,186,547	2,360,906	2,360,906
Other Intergovernmental Revenue	514,255	175,000	230,000	1,615,000	1,615,000
Miscellaneous Revenue	9,660	13,825	12,500	7,100	7,100

For a complete narrative of the budget process and major transportation issues, refer to pages 70 – 72.

Progress on the FY 2019-20 Action Plan

- Construction of the Menlo Dr. (Allen Blvd to Fairmount Dr.) sidewalk project (CIP 3106A) was completed.
- Design is underway for the Allen Blvd/92nd Ave Shared Use Path (CIP 3112).
- A consultant was selected for the Laurelwood Ave Sidewalk Project (CIP 3113) and design began in March 2020.
- An Intergovernmental agreement was signed for the Washington Square Adaptive Signal System project (CIP 3201), and design will begin in FY 20-21.
- The redesign of the Westgate Dr./Cedar Hills Blvd/Dawson Way Intersection Realignment project (CIP 3321) was completed in Oct 2018 and the acquisition of right of way is underway.
- The design of the Library Fountain Improvements (CIP 3522) is substantially complete and the project has Land Use approval.
- The design of the Canyon Rd (Hocken Ave - Short St) Improvements (CIP 3519A) is 90% complete and the driveway impact process is nearing completion. The design of the Hocken Ave roadway improvements through the railroad crossing (CIP 3408) is coordinated with the design of CIP 3519A.
- Construction of the Denney Rd Shared Use Path (CIP 3410) was completed.
- Construction of the ADA Ramp Replacement Phase 4 (CIP5106D) was completed.
- Design for the Western Ave (5th Street – Allen Blvd) Improvement (CIP 3328) is 90% complete.
- The design of the Hall Blvd (Ridgecrest to Highway 217) Overlay is underway.
- A traffic calming project on Sexton Mountain Drive (CIP 5112) was completed.
- Five active transportation projects (CIPs 5113, 5114, 5115, 5116, and 5117) were designed and were constructed.

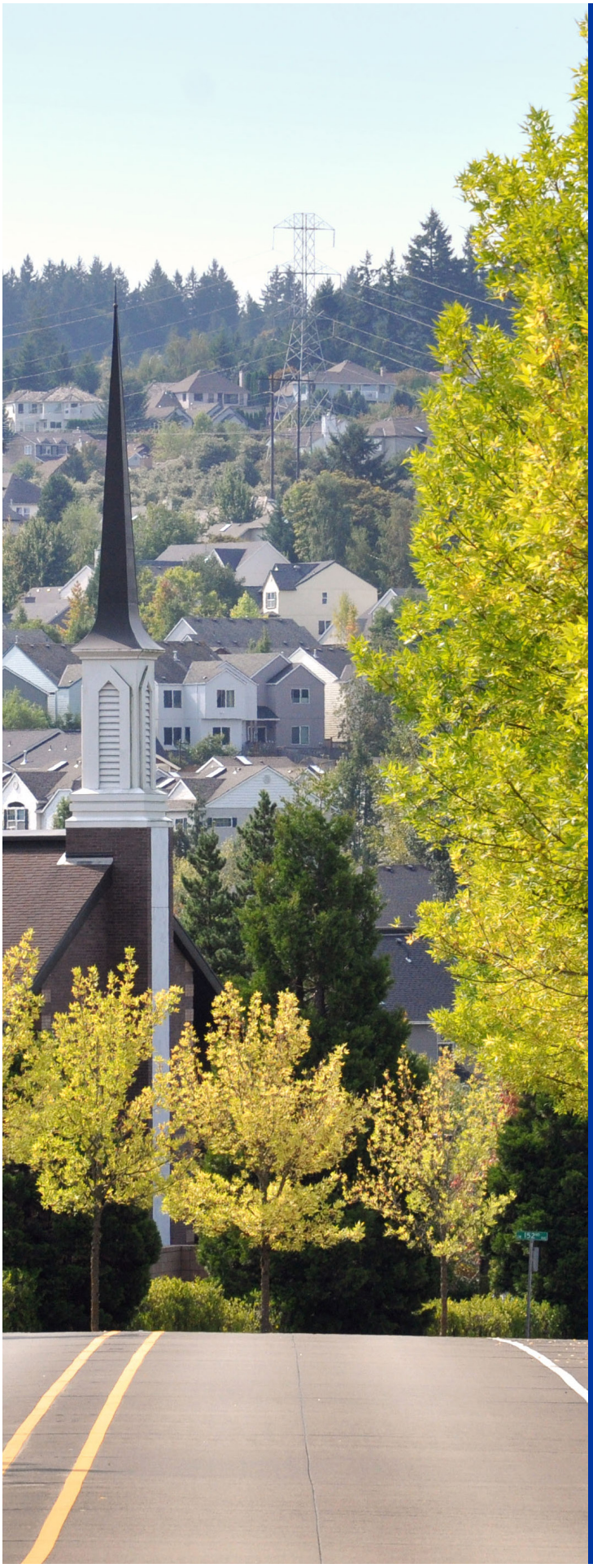
FUND: 310 CAPITAL PROJECTS	**DEPARTMENT:** PUBLIC WORKS - ENGINEERING
PROGRAM: TRANSPORTATION & CIVIC PROJECTS	**DEPARTMENT HEAD:** CHAD LYNN

FY 2020-21 Action Plan:

CIP #	PROJECT NAME	Council Priority
3112	Allen Blvd/92nd Ave Shared Use Path – Complete design and ROW acquisition	X
3113	Laurelwood Ave (Scholls Ferry Rd – Apple Way) Sidewalks – Complete design and begin ROW.	X
3201	Washington Square Adaptive Signal System – Begin design	
3321	Westgate Dr. / Cedar Hills Blvd / Dawson Way Intersection Realignment - Complete construction	
3328	Western Ave (5th St-Allen Blvd) Improvement – Complete design and ROW, and start construction	X
3408	Hocken Ave (RR-TV Hwy) Widening – Complete design in coordination with CIP 3519A	
3519A	Canyon Rd (Hocken Ave – Short St) Improvements (MTIP) – Complete 90% plans and complete ROW acquisition	
5106E	ADA Ramp Replacement, Phase 5 – Complete construction	X
3327	Millikan Way Extension (Watson Ave to Lombard Ave) MSTIP3E – Begin Design	
5205	Fiber on 125th Ave (Longhorn Ln to Scholls Ferry Rd) – Complete design and construction	
5206	Hall and Sabin Crossing Improvement – Complete design and construction	X
5207	Beard Rd and 151st Crossing Improvement – Complete design and construction	X
5208	Bonne Brae (Murray Blvd to Wilson Ave) Traffic Calming – Complete design and construction	
5209	Barlow Rd (Murray Blvd to Menlo Dr) Traffic Calming – Complete design and construction	

City of Beaverton
CIP Financial Plan - Civic & Transportation
FY 2020-21 Adopted

Fund #	Prog #	CIP #	Project Name	FUNDING SOURCE								
				Beg. Wrk Capital	Bond Proceeds	Transfer from Gen. Fund 411	Transfer from Street Fund 412	TDT/TIF	Grants (Other Govt)	BURA	Other	Funding Total
301	3509	3509	Public Safety Center									-
301	3513	3513	Property Acquisition Program	388,281							19,338	407,619
301	3521	3521	Patricia Reeser Center for the Arts	10,312,338							17,000,000	27,312,338
301	3522	3522	City Park Fountain Improvements	(14,773)	3,000,000							2,985,227
301	3523	3523	Pacwest Gas Station Acq/Demo	512,014		187,986						700,000
												-
			Totals - Fund 301	**11,197,860**	**3,000,000**	**187,986**	**-**	**-**	**-**		**17,019,338**	**31,405,184**
310	3112	3112	Sidewalk - Allen 92nd to Scholls			200,000	200,000		500,000			900,000
310	3113	3113	Sidewalk - Laurelwood Ave			118,500	118,500					237,000
310	3143	3143	Active Transportation Projects									-
310	3143	XXXX	Hall & Sabin Crossing Improvement				332					332
310	3143	XXXX	Beard Rd & 151st Crossing Improvement				30,000					30,000
310	3189	3189	Traffic Calming Projects								40,000	40,000
310	3189	XXXX	Bonnie Brae (Murray Blvd to Wilson Ave) Traffic Calming				30,000					30,000
310	3189	XXXX	Barlow Rd (Murray Blvd to Menlo Dr) Traffic Calming				24,094				25,906	50,000
310	3223	3223	Traffic Enhancement Projects	65,906								
310	3307	3307	Underground Utility Projects								-	-
310	3321	3321	Westgate/CH/Dawson Intersection Realignment					1,565,000				1,565,000
310	3327	3327	Millikan Wy Extension (Watson Ave - Lombard Ave) MSTIP3E						550,000			550,000
310	3328	3328	Western Ave (BH-Allen)			80,000		80,000	415,000	100,000		675,000
310	3408	3408	Hocken Ave RR-Canyon St Improvement					650,000				650,000
310	3413	XXXX	Fiber on 125th Ave., Longhorn Ln. to Scholls Ferry Road				150,000					150,000
310	3416	3416	Quiet Zones			175,000						175,000
310	3417	3417	Fanno Creek - Allen Blvd MUP						190,000			190,000
310	3519	3519	Canyon Rd Intersection Improvement			135,000	135,000					270,000
												-
			Totals - Fund 310	**65,906**	**-**	**708,500**	**687,926**	**2,295,000**	**1,655,000**	**100,000**	**65,906**	**5,512,332**



Assessment #1 Fund

- Debt Service

Beaverton
OREGON

ASSESSMENT FUND #1
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$68	$0	$0	$0	$0
Special Assessments (P&I)	6,409	4,908	3,500	3,400	1,300
Miscellaneous	576	740	2,565	715	785
Sub Total Revenues	$7,053	$5,648	$6,065	$4,115	$2,085
Expenditures:					
Materials & services					
Sub Total Expenditures	$0	$0	$0	$0	$0
Revenues Over/Under Expenditures	$7,053	$5,648	$6,065	$4,115	$2,085
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(7,053)	(5,648)	(6,065)	(4,115)	(2,085)
Total Other Financing Sources (Uses):	($7,053)	($5,648)	($6,065)	($4,115)	($2,085)
Net Change in Fund Balance	$0	$0	$0	$0	$0
Fund Balance/Working Capital Beginning of Year	0	0	0	0	0
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$0	$0	$0

This fund accounts for special assessment activities; revenue from property owners for assessment payments (principal and interest) and expenses for payment of bond principal and interest.

FUND:	DEPARTMENT:
401 ASSESSMENT #1	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

MISSION STATEMENT:

Management of assessment districts debt service requirements.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
TRANSFERS	$7,053	$5,648	$6,065	$2,085	$2,085
CONTINGENCY					
TOTAL	**$7,053**	**$5,648**	**$6,065**	**$2,085**	**$2,085**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$0	$0	$0	$0	$0
Miscellaneous Revenue	644	740	2,565	785	785
Assessment Principal	6,409	4,908	3,500	1,300	1,300

The Assessment Debt Service Fund accounts for the financing and collection of assessments from benefited property owners and the payment of principal and interest on improvement bonds. The primary source of funds are principal collections and interest earning on local improvement districts.

Remaining balances have been or will be transferred to appropriate funds as all projects are closed. There are small assessment payments that continue to be received each year.

From time to time, members of the staff discuss the formation of local improvement districts (LID) crafted to respond to infrastructure issues in an area and the respective benefits. If additional LIDs are formed they will be reflected in this fund.

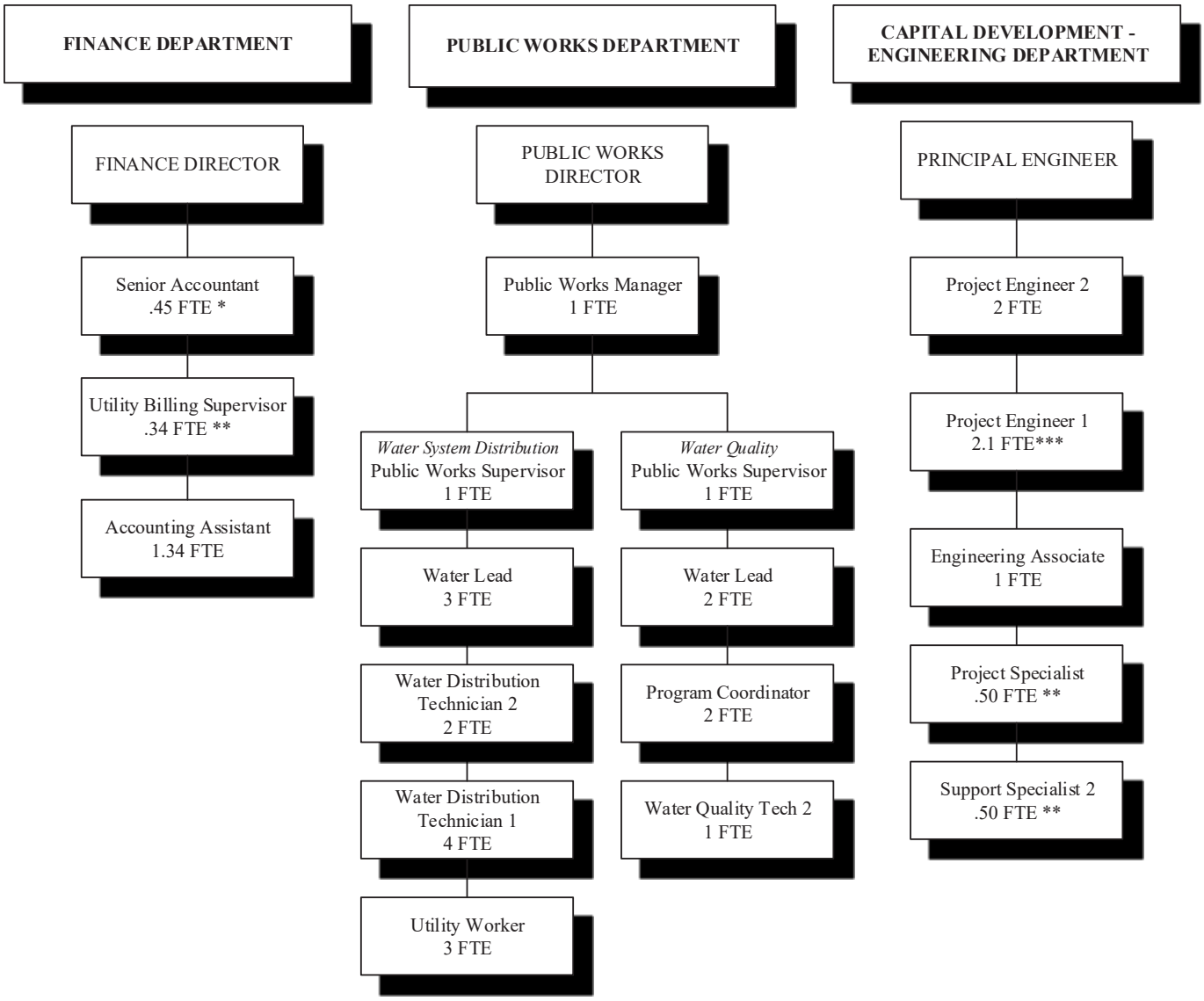
Water Fund

- Utility Billing
- Enterprise Management & Administration
- Water Services
- Water System Distribution
- Water System Quality
- Water Replacement Projects

Beaverton
OREGON

Water Fund

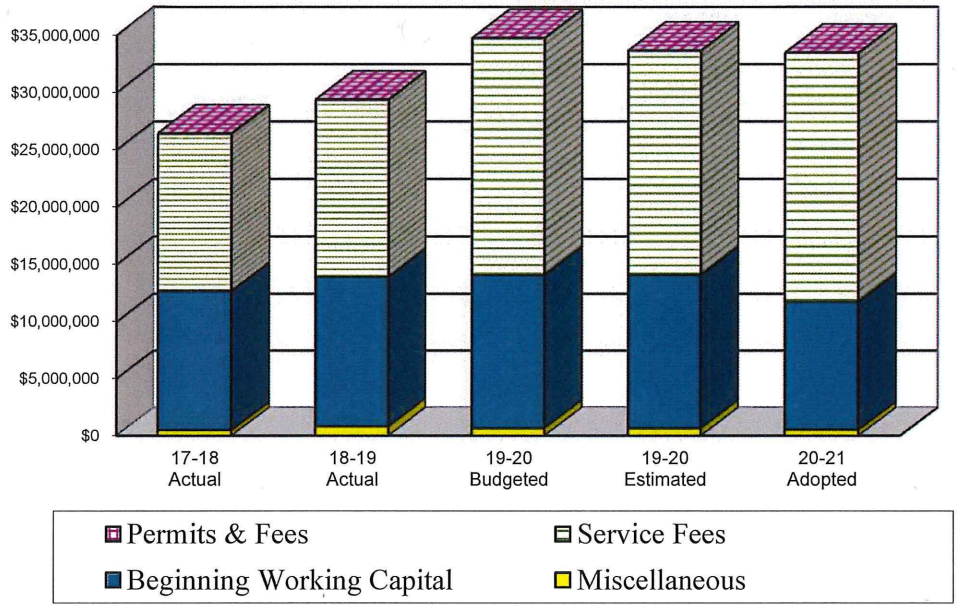
FY 2020-21 BUDGETED POSITIONS



* *Partially funded in General/Water/Sewer/Storm Drain Funds*
** *Partially funded in Water/Sewer/Storm Drain Funds*
*** *Partially funded in General/Street/Water/Sewer/Storm Drain Funds*

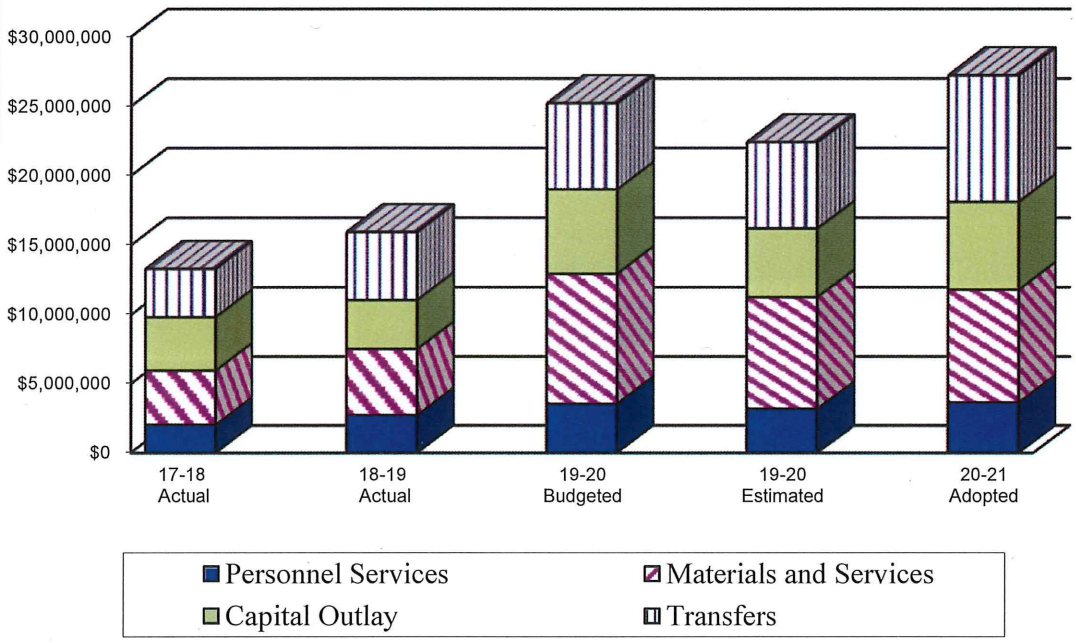
WATER FUND
ADOPTED FY 2020-21

REVENUES



By Classification

EXPENDITURES



By Expenditure Type

WATER FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$206,543	$295,435	$313,600	$313,600	$183,500
Intergovernmental revenue	101,872	88,526	80,000	80,000	80,000
Charges for services	13,745,028	15,450,529	20,658,244	19,560,000	21,704,000
Project engineering charges	91,179	347,548	200,000	200,000	200,000
Miscellaneous	70,623	75,770	50,000	55,223	50,000
Sub Total Revenues	$14,215,245	$16,257,808	$21,301,844	$20,208,823	$22,217,500
Expenditures:					
Personnel services	$2,026,674	$2,735,960	$3,555,990	$3,197,311	$3,653,736
Materials & services	3,937,402	4,795,503	9,396,132	8,074,486	8,156,672
Capital outlay	3,874,358	3,551,019	6,061,837	4,942,231	6,316,585
Sub Total Expenditures	$9,838,434	$11,082,482	$19,013,959	$16,214,028	$18,126,993
Revenues Over/Under Expenditures	$4,376,811	$5,175,326	$2,287,885	$3,994,795	$4,090,507
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(3,466,361)	(4,859,850)	(6,193,070)	(6,193,070)	(9,094,636)
Total Other Financing Sources (Uses):	(3,466,361)	(4,859,850)	(6,193,070)	(6,193,070)	(9,094,636)
Net Change in Fund Balance	$910,450	$315,476	($3,905,185)	($2,198,275)	($5,004,129)
Fund Balance/Working Capital Beginning of Year	12,236,827	13,147,277	13,462,753	13,462,753	11,264,478
Fund Balance (Contingency)/Working Capital End of Year	$13,147,277	$13,462,753	$9,557,568	$11,264,478	$6,260,349

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The contingency policy is to maintain a target of 42% of operating expenditures (personnel services and materials and services) in contingency for continuing operations. The FY 2020-21 general contingency totals $5,160,349 and consists of $4,403,124 operational contingency, $513,491 for equipment and vehicle replacement, and $243,734 for future replacement of the Operations facility. The general contingency represents 44% of the operational expenditures (personal services and materials and services). In addition, the Water Fund has separate reserves of $500,000 for catastrophic loss reserve for the Joint Water Commission's operating plant and $600,000 in a water revenue stabilization account

FUND:	SUMMARY FOR WATER FUND:
501 WATER	INCLUDING: CIP PROJECTS, FINANCE, AND PUBLIC WORKS

MISSION STATEMENT:

To provide potable water to the City within the mandates of the State of Oregon Department of Human Services and Federal Environmental Protection Agency that is of sufficient quality, quantity and pressure to meet all of the applicable rules criteria.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	21.69	26.88	27.63	28.63	28.63
PERSONNEL SERVICES	$2,026,674	$2,735,960	$3,555,990	$3,677,460	$3,653,736
MATERIALS & SERVICES	3,937,402	4,795,503	9,396,132	7,819,672	8,156,672
CAPITAL OUTLAY	3,874,358	3,551,019	6,061,837	6,316,585	6,316,585
TRANSFERS	3,466,361	4,859,850	6,193,070	9,094,636	9,094,636
CONTINGENCY	0	0	9,557,568	6,573,625	6,260,349
TOTAL	**$13,304,795**	**$15,942,332**	**$34,764,597**	**$33,481,978**	**$33,481,978**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$12,236,827	$13,147,277	$13,462,753	$11,264,478	$11,264,478
Intergovernmental Revenue	101,872	88,526	80,000	80,000	80,000
Permits & Fees	51,989	33,835	20,000	20,000	20,000
Water Service Fees	13,693,039	15,416,694	20,638,244	21,684,000	21,684,000
Miscellaneous Revenues	368,348	718,751	563,600	433,500	433,500
Water Projects:					
3611 Joint Water Commission Project	$1,047,618	$1,185,151	$1,547,500	$1,084,005	$1,084,005
3700 Maint. & Replacement Program	30,300	11,456	0	0	0
3701 Water System Improvements	2,655,015	2,088,992	3,670,500	4,534,000	4,534,000

FUND: 501 WATER	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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	2.13
PERSONNEL SERVICES	$138,860	$188,479	$209,477	$225,323	$225,323
MATERIALS & SERVICES	152,828	169,791	191,215	238,917	238,917
CAPITAL OUTLAY					
TRANSFERS	2,081	2,976	2,752	3,484	3,484
TOTAL	**$293,769**	**$361,246**	**$403,444**	**$467,724**	**$467,724**

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.

FUND: 501 WATER	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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 customers with utility hardship assistance. Funding will be now budgeted in the Water 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 Adopted**
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

FUND: 501 WATER	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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.

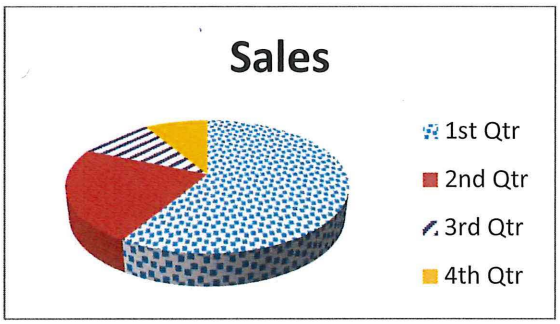
The City of Beaverton is an active member of the Joint Water Commission and Barney Reservoir Commission purchasing water for industrial, commercial, domestic and irrigation purposes. Water consumption trends in Beaverton mirror the per capita reduction experienced by other utilities. While conservation 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*	24.56	25.36	28.56	31.76
Total	$38.56	$40.36	$44.56	$48.76

** Proposed

The graph below illustrates the variability of water sales during the seasons of the year. 1st 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.



FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	**PROGRAM MANAGER:** DAVID WINSHIP

Program Goal:
To provide engineering and policy expertise for management of city enterprise funds and water resources. The program participates in development of intergovernmental agreements and conducts long-term planning to ensure the city can provide an adequate quantity and quality of supply of drinking water, water for firefighting, adequate funding, perpetual replacement of existing public infrastructure as needed and extra-capacity facilities necessary to serve existing consumers and for growth. The program also works to protect the safety and integrity of the public water system from cross connections and promote healthful drinking water by enforcement of the Beaverton Code and the Oregon Health Authority (OHA) Drinking Water Program Administrative Rules, which require the installation, inspection, operation, maintenance, and annual testing of backflow devices.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.80	5.80	6.50	6.50	6.50
PERSONNEL SERVICES	$415,603	$685,311	$1,002,782	$1,012,264	$1,012,264
MATERIALS & SERVICES	148,238	340,502	1,307,200	784,120	784,120
CAPITAL OUTLAY					
TRANSFERS	51,701	22,969	36,979	24,247	24,247
TOTAL	**$615,542**	**$1,048,782**	**$2,346,961**	**$1,820,631**	**$1,820,631**

Program Objectives:
Overall responsibility for management and implementation of the multi-year Capital Improvements Plan (CIP), including administration of Water Fund (501) and Water Fund Construction (505) fund budgets and coordination and participation with regional water agencies, including emergency planning and management. Other key objectives include:

- Update and administer the current water master plan and; maintain and administer water infrastructure renewal and replacement plan.
- Ensure City compliance with OHA Drinking Water Program design standards and plan review exemption.
- For the South Cooper Mt. annexation area, Urban Reserve Area 6B, BURA, Enterprise Zone, continue to plan, design, and build required potable and non-potable water infrastructure through the CIP and/or coordination with the Site Development Division.
- Participate in committees of the Joint Water Commission (JWC), Regional Water Providers Consortium (RWPC), Barney Reservoir Joint Ownership Commission (BRJOC), and other related programs. Participate in the Willamette Water Supply Program (WWSP) and the Willamette River "Water Intake Facility" Commission as a new participating financial partner in the project.
- Provide expertise on water resource, water quality, and water rights issues, design standards and cooperative agreements to the City's Public Works Department, and as needed for the JWC and Barney Reservoir Joint Ownership Commission.
- Provide oversight for the production and distribution of the annual US EPA-mandated Consumer Confidence Report (Water Quality) to all city water customers.
- Review and provide technical expertise to the cross connections program which administers the annual testing program for privately-owned backflow assemblies and devices as required by OHA.

Progress on FY 2019-20 Action Plan:

New Water Supply Source Update - WWSS
In 2013, the Beaverton City Council authorized participation in the in the Willamette Water Supply Program (WWSP) Preliminary Design in 2013, as joint project being undertaken by the City of Hillsboro and Tualatin Valley Water District (TVWD). The new water supply source is expected to be operational by about 2026 with an approximate total cost of $1.21 billion to withdraw water from the Willamette River and treat up to 60 million gallons per day (mgd) for drinking water.

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	**PROGRAM MANAGER:** DAVID WINSHIP

The City currently has one Commissioner serving on the Willamette River "Water Intake Facility" Commission. The City's total financial commitment to the WWSS approximately $65 million, for a total capacity of 5 mgd. Once the project is complete and operational in 2026, by IGA the project name will change to the Willamette Water Supply System (WWSS).

FY 2020-21 Action Plan:

Willamette Water Supply System (WWSS)
Negotiations on the IGA with TVWD and City of Hillsboro were completed and the City of Beaverton became a financial partner in the WWSS on July 1, 2019. The new permanent 5 mgd water supply purchased in the WWSS and available in 2026 is vital to the City's future. The City intends to use its 2014 water right permit on the Willamette River as a new secondary source water supply to augment our JWC supply.

Aquifer Storage and Recovery (ASR)
The City will continue using ASR as an alternative means to increase water supply capacity by up to 5 mgd during the summer. ASR enables the city to meet short-term peak water demand during the summer, helping to delay the need to purchase water, and delay the need to build capital improvements for additional water treatment and storage. The following summarizes new activities:

ASR 3a
A new well, ASR 3A, near the existing ASR3 site, was drilled to provide 1 mgd of non-potable source water for the new purple pipe system (non-potable). A new pump station facility associated with ASR 3a is projected to be operational in 2022.

ASR 7
A 2012 JWC test well, (aka ASR 7), at the Cooper Mountain Reservoir site, was transferred by the JWC to City ownership. During 2020-21 the well will upsized to a larger diameter and a pumping station will be built to allow for up to 200 million gallons of aquifer (underground) storage of City drinking water and pumping capacity of 1.3 mgd water for the City's upper elevations, with the ability to fill existing Cooper Reservoir #1, and future Cooper Reservoir #2 at the same site.

ASR 5
Final design for ASR Well No. 5 will be completed by summer 2020, and construction of a new pump station will begin in late summer 2020. The new ASR 5 facility and the City's existing Sorrento Pump Station (originally built in 1966), will be combined into a new seismically resilient structure. ASR 5 is estimated be operational in 2021. When complete, ASR 5 will provide an additional 2 mgd which will increase the reliability and capacity of the City's water supply. The project is financed by a $5 million loan and loan-forgiveness funds from the State of Oregon Infrastructure Finance Agency (IFA) and the US EPA.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Actual**	**FY 2020-21 Adopted**
Management and Administration				
Total water storage reservoir (non-groundwater storage) capacity within City limits (in million gallons - MGD) and excluding JWC ownership	28.5	28.5	28.5	32.75
Total ASR groundwater in MGD for summer peak use	5	5	5	8.3
Average daily water demand (City water customers - MGD)	7.15	8.23	9.7 / 8.98	9.0
Number of average demand days that can be supplied from in-City water storage reservoirs including ASR wells	12	11	10	12

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0741 WATER SERVICES	**DEPARTMENT HEAD:** CHAD LYNN

Program Objectives:

This program accounts for payments to the Joint Water Commission (JWC) for water purchased for resale and to the Tualatin Valley Water District (TVWD) for contract water meter reading. This program supports the Beaverton Community Vision Plan in these elements:

- *Community Vision Target: Be a National Leader in Sustainable Practices and Programs*
- *Community Vision Goal: Provide High Quality Public Services*

The entire water system, like the city's other utilities, is dependent on cooperation of other regional utilities which demonstrates the relevance of these City Council's priority statement for 2020:

- Implement the Climate Action Plan, including the creation of a Climate Action Advisory Committee.
- Complete policy work on water resources for non-potable uses (purple pipe).
- Develop a policy for use and management of city-owned properties.
- Promote emergency preparedness at the neighborhood level.

There are several actions directed toward these priorities:

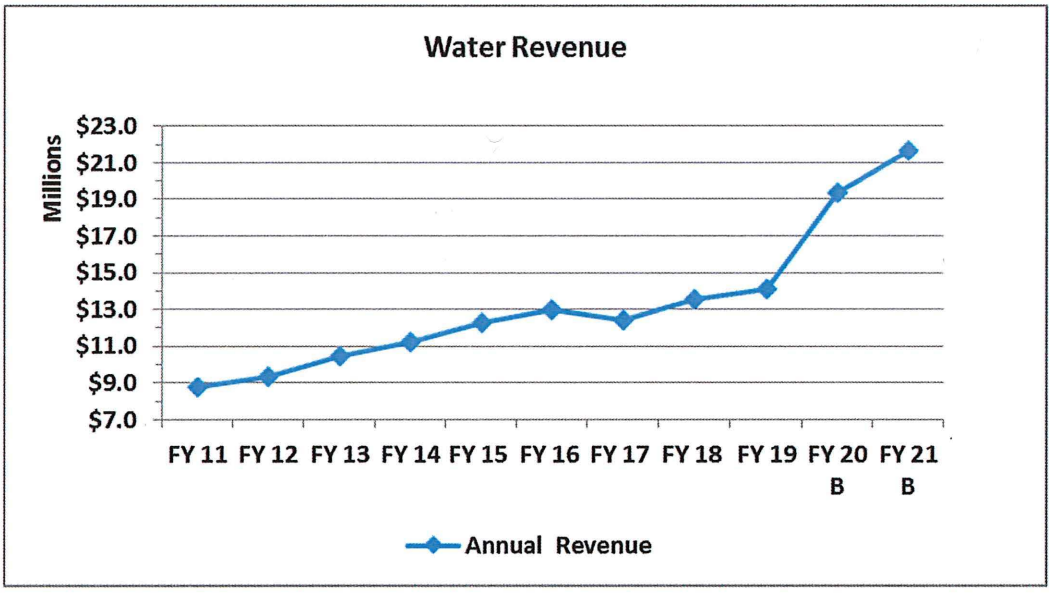
- Continue the withdrawal of service territory from TVWD
- Design series of improvements to connect to the JWC North Transmission Line to improve system resiliency, as approved by the City Council
- Participation in the Willamette Water Supply Project
- Continue work on the non-potable water irrigation project using a purple pipe system

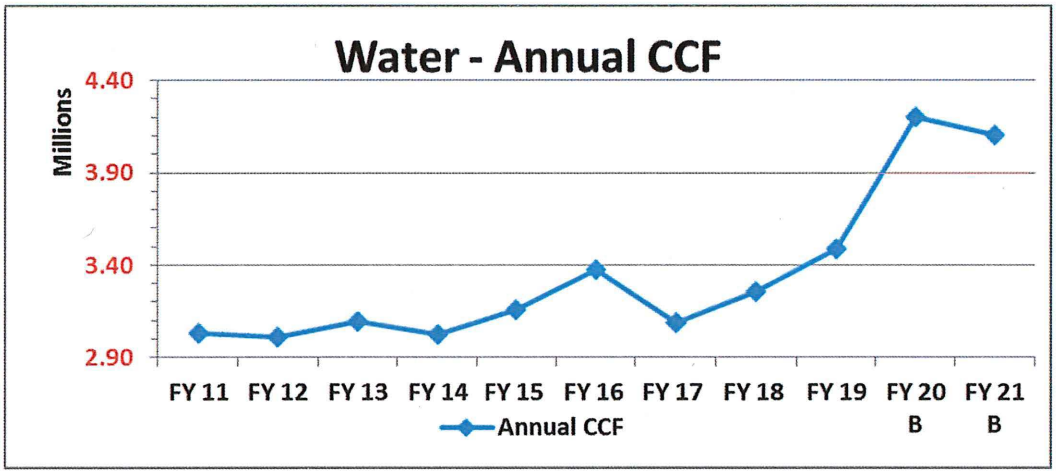
REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	$2,650,692	$3,023,011	$6,161,325	$4,979,977	$5,316,977
CAPITAL OUTLAY					
TRANSFERS	2,786,239	4,112,705	5,470,787	8,325,930	8,325,930
CONTINGENCY	0	0	9,557,568	6,573,625	6,260,349
TOTAL	**$5,436,931**	**$7,135,716**	**$21,189,680**	**$19,879,532**	**$19,903,256**

Water sale trends show an increasing trend of consumption and sales since the Great Recession. Residential and commercial vacancies have declined. The values for FY 19-20 and FY 20-21 reflect budgeted values for the year. The increase in FY 19-20 reflects additional consumption by more than 4300 customers formerly served by TVWD. During FY 19-20, these new Beaverton customers are served water through the former TVWD system in an arrangement called "wheeling".

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

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0741 WATER SERVICES	**DEPARTMENT HEAD:** CHAD LYNN





Water rates may be adjusted in base charges as well as the rate per 100 cubic feet (CCF). In recent years, the practice has been to adjust both by $1 in the base and 10 cents in the consumption rate. The budget for FY 2020-21 increases the base rate to $17/month for a standard residential meter and changed the consumption rate to $3.97 per CCF. The rate increases are necessary to maintain the required amount of debt service coverage reserve as well as build reserve funds for critical additions to the storage, transmission and distribution system in the coming five years.

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0741 WATER SERVICES	**DEPARTMENT HEAD:** CHAD LYNN

The program includes payments to the West Slope Water District for a previous transfer of 66 accounts to the City of Beaverton. This represents 4.36% of annual debt service on water reservoir bond issue and reimbursement for under consumption on the Portland water contract.

The specific financial impact of the withdrawal of more than 4100 customer accounts from TVWD can now be estimated. Wheeling water allows new city customers to be serviced by TVWD, billed by Beaverton and enjoy lower water rates. The estimates include both revenues and expenditures and account for:

- TVWD's $1.22 average cost per meter read to read the 4,300 meters in the withdrawal areas 12 times (monthly) per year.
- TVWD's $1.682 Wheeling Rate to wheel water through their system.
- JWC's $0.42 cost of water production for the water provided to the withdrawal areas.
- Increase in Water Demand (Meter) Revenue – approximately $1,100,000
- Increase in Water Sales (Consumption) Revenue – approximately $3,500,000
- Any potential increase in Water Operations costs have been nominal as the "wheeling" charges paid to TVWD require many expenses to be borne by TVWD. The City will begin to incur additional meter and system expenses in the coming years.

Cost/benefit analysis is now underway regarding the construction of various water mains and master meters to serve the withdrawal areas. Direct service by city crews also implies higher operational costs in labor and equipment. The city is not obligated to move to the direct service option, as wheeling may occur on a long-term basis in some areas.

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0742 WATER SYSTEM DISTRIBUTION	**PROGRAM MANAGER:** BRIAN RIGWOOD

Program Goal:
Provide high quality potable water in sufficient quantities and at adequate pressures for residential and commercial consumption and fire protection. Perform routine maintenance of our water infrastructure to protect and preserve the public investment. Promote cooperative relationships and agreements with other public agencies which results in increased efficiency by utilizing a larger pool of industry knowledge.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	12.75	13.50	13.50	13.50	13.50
PERSONNEL SERVICES	$996,955	$1,218,882	$1,591,302	$1,565,943	$1,542,219
MATERIALS & SERVICES	495,732	625,501	924,210	950,691	950,691
CAPITAL OUTLAY	77,649	81,258	702,587	555,080	555,080
TRANSFERS	96,059	83,861	114,284	109,857	109,857
TOTAL	**$1,666,395**	**$2,009,502**	**$3,332,383**	**$3,181,571**	**$3,157,847**

Program Objectives:
The water distribution system program will continue to maintain the potable water system for the City of Beaverton by performing maintenance of the distribution system. This includes replacing some of the aging components of the older fire hydrants, water meters, and water services. Flushing water mains is part of the maintenance program to ensure quality water is delivered to the consumer. Repairing leaks in the distribution system will continue to be a high priority so that drinking water is conserved and will not cause property damage.

Customer service will continue to be a major focus in addressing customer's concerns and needs. This will include turning water off/on, checking for leaks, checking pressure related issues, and addressing other concerns.

Progress on FY 2019-20 Action Plan:
The water distribution division accomplished the following in FY 19-20:

- The water crew is using the Cityworks mobile application for work orders and maintenance/repairs. This year was also included the launch of storeroom. This feature creates accurate cost tracking of a dynamic inventory.
- Replacement of failing commercial water meters continued. Radio deployment is keeping pace with new development and is ready for route integration with utility billing.
- The water crew continues to replace hydrants, repair or replace broken water mains along with other components that make up the water system. Customer response to water service requests and timely resolutions are highly successful.
- Water Distribution participated in the completion of the new engineering design manual and implemented the new standards.

FY 2020-21 Action Plan:
The water distribution division will continue to maintain the water system by:

- Evaluating the asset inventory to prioritize replacement of critical water infrastructure. FRACTA software is being used to compare against the Cityworks data to determine if there is additional forecasting information available. It is likely that the useful features FRACTA provides can be incorporated into the Cityworks platform to improve it as a single product platform.
- Continue to replace aging infrastructure such as water mains, services, hydrants, valves and meters to maintain a robust and reliable water system that provides uninterrupted service to the customer.
- Perform valve exercising, main flushing and maintenance on components of the water system such as fire hydrants, valves and water mains.

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0742 WATER SYSTEM DISTRIBUTION	**PROGRAM MANAGER:** BRIAN RIGWOOD

- Implementation of the new seismic resiliency requirements into the Water Master Plan. Staff emergency response training and strategies are a priority.
- Continue to add and develop operational staff that are capable of handling the operational complexities that are typical in a water system that is experiencing rapid growth.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Water Hydrant Replacement Program	20	7	25 / 25	25
Installing Dead End Blow Offs	0	0	0	0
Customer/Water Service Requests	6,500	6,700	8,000 / 7,600	7,700
Water Leak Repairs	45	54	60 / 18	40
Fire Hydrant Maintenance	2,490	2,550	2,575 / 2,520	2,520
Total Water Meters in Distribution System	18,300	22,456	22,756 / 22,714	22,845
Water Meter Replacement Program	680	600	900 / 650	700

Performance Outcomes and Program Trends:
Overall, the installation of blow offs has reached a point where most of the system's dead end lines can be flushed. Flushing the system helps to maintain adequate chlorine levels and disinfection while reducing the possible formation of harmful disinfection byproducts. Attention to flushing programs has increased in addition to the collection of water quality parameters to control water age.

Leak detection in the water distribution system is an important measure of the system's integrity and reliability. Consequently, leak identification and repair is a priority activity. The leak detection program identifies water leakages for repair and reduces unaccounted water loss. Our major leak detection equipment has recently been updated and we are researching some advanced techniques that may be deployed if the technology proves to be reliable.

Fire hydrant replacement, operation and maintenance are critical to ensure that the hydrants in the system are in good operable condition and are available for fire suppression. Hydrants in the system are also valuable and necessary points for flushing waterlines after main repair. Standardization of hydrant type has helped improve maintenance procedures and reduce required parts inventory.

Replacement of old malfunctioning water meters is important to accurately measure water consumption and reduce unaccounted water loss. When feasible staff utilizes technology to help with efficiency and transparency for improved customer service/satisfaction. Additionally, staff is replacing the old untestable meters that cannot be calibrated along with any meter that is not capable of data sharing. Nine large meters were replaced with remote radio functionality.

The city continues to take over service responsibilities from selected areas within the city limits previously served by TVWD. Responsibilities include meters, customer service calls and residential notice for any change in service issues. City staff offered efficiency solutions to the TVWD meter reading staff and awaits their response.

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0743 WATER SYSTEM QUALITY	**PROGRAM MANAGER:** BRIAN RIGWOOD

Program Goal:
To provide a reliable supply of safe drinking water that exceeds all standards at a reasonable cost. To operate, monitor and maintain the city's water supply using efficient, environmentally sound solutions that benefit present and future residents of the City of Beaverton.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.50	5.50	5.50	6.50	6.50
PERSONNEL SERVICES	$475,256	$643,288	$752,429	$873,930	$873,930
MATERIALS & SERVICES	489,912	636,698	812,182	865,967	865,967
CAPITAL OUTLAY	63,776	184,162	141,250	143,500	143,500
TRANSFERS	530,281	637,339	568,268	631,118	631,118
TOTAL	**$1,559,225**	**$2,101,487**	**$2,274,129**	**$2,514,515**	**$2,514,515**

Program Objectives:

This program is responsible for ensuring public health protection by providing a safe uninterrupted supply of drinking water to the residents of the City of Beaverton. This program performs all required water quality testing and monitoring for reporting to EPA and/or its primacy agency. Additionally, this program is responsible for the operation and maintenance of water supply infrastructure, such as storage reservoirs, groundwater wells, pumping stations, fluoridation facilities, control valves, pressure reducing stations, large transmission lines and water system telemetry control.

Water quality testing remains one of the highest priorities of the city's Water Division to provide outstanding potable drinking water. Adequate quantity provides operating pressure, fire flow and emergency storage to maintain compliance with the standards of the Oregon Health Authority (OHA) and the Federal Environmental Protection Agency (EPA).

Progress on FY 2019-20 Action Plan:

The Water Quality division accomplished all of the following during FY 19-20:

- The city met or exceeded all federal and state mandated drinking water standards.
- Inspected all pressure reducing valves (PRVs) and rebuilt 7 PRVs this year.
- Maintained the ASR wells, pump stations, reservoirs and fluoride stations.
- Migration to cellular Supervisory Control and Data Acquisition (SCADA) control continued.
- The water quality team continues to monitor iron and manganese levels in the source with on-line surrogate monitoring.

FY 2020-21 Action Plan:

The Water Quality division will accomplish all of the following during FY 20-21:

- Meet the Federal and State mandated water quality monitoring and sampling.
- Propose corrosion control treatment to OHA for ASR entry points.
- Inspect all pressure relief valves (PRVs) and rebuild approximately 10 PRVs.
- Maintain the ASR wells, pump stations, reservoirs and surface system entry point from JWC. Update aging infrastructure as needed to operate a reliable system.
- Continue cellular SCADA migration to replace unsupported system hardware in line with recommendations from the SCADA master plan.

FUND: 501 WATER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0743 WATER SYSTEM QUALITY	**PROGRAM MANAGER:** BRIAN RIGWOOD

Performance Measures:

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Actual	FY 2020-21 Adopted
Water Quality Testing	1,960	2,082	2,150 / 2,200	2,400
Average # of water samples tested per month	164	174	179 / 180	200
Pump Operation & Maintenance. Operate, inspect, and maintain pumps in four water pumping stations and three Aquifer Storage Recovery (ASR) groundwater wells in various locations throughout the City. Figure shown is for total number of pumps in these facilities.	28	28	28 / 28	29
PRV Maintenance. Inspect each of 161 mainline pressure-reducing valves (PRVs) every 2 months, and rebuild 10-percent per year.	151	157	161 / 178	184
Solar energy production (reservoir site) kWh	550,000	550,000	550,000 / 550,000	550,000

Performance Outcomes and Program Trends:

Federal and State mandated drinking water quality regulations will be more stringent over the coming years. New rule implementation will require additional staff analysis to determine how we will meet the compliance standards. It is expected that overall costs for water quality monitoring will continue to grow due to the increased number of drinking water contaminants regulated by the US EPA. Sampling and testing required for the Stage 2 Disinfection Byproduct Rule and the Ground water rule continues for 2020/2021. The corrosion study to determine optimum alkalinity and pH levels at the ASR wells was completed and design is underway.

Continued inspection, maintenance, and replacement of city-owned PRVs are important tasks performed by this program. PRVs separate and control Beaverton's 13 different water pressure zones that result from the topographical differences in the city's water service area. 178 larger mainline PRVs will be inspected and repaired as necessary in FY 20/21.

The 98 city-owned backflow assemblies for municipal buildings and city landscape irrigation systems must be tested annually according to the administrative rules of the Oregon Health Authority. Water quality staff ensure that our certified backflow testers perform and report these tests in addition to monitoring and reporting the required annual testing of all devices in the city that are privately owned.

Construction inspection continues to occupy approximately 1.75 FTE of the water quality staff time. There are multiple major projects either under way or coming in the FY 20/21 that staff will be heavily participating in. Processes and practices to ensure the safety of the live potable water system as these projects are constructed are in place and documented. Staff has started using outside contractors for overflow inspection needs.

Water Quality Staff is performing any additional water quality sampling and information requests as a result of the new withdrawn TVWD service areas. Staff has been working on a streamlined work request process to respond to water inquiries.

FUND:	DEPARTMENT:
501 WATER	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
3XXX WATER REPLACEMENT PROJECTS	DAVID WINSHIP

DRINKING WATER PROGRAM

For a complete narrative of the budget process for Water Construction Projects, refer to pages 70 - 72.

The Drinking Water Program is funded by: the Water Construction Fund (505) which obtains revenue from Water System Development Charges (SDCs), loans and water revenue bonds and the Water Fund (501) that obtains revenue from water sales, water connection permits, and fees.

The City of Beaverton (City) provides drinking water to approximately 88 percent of its residents. This is approximately 18 percent more than in previous years due to the withdrawal of water service areas previously served by Tualatin Valley Water District (TVWD. An additional 8,000 new residents are expected in the South Cooper Mountain (SCM) area will be served by the City, and an additional 9,000 residents are predicted to be served by the City in next 10 years in the 1200-acre Urban Reserve 6B upon annexation to the City.

Progress on FY 2019-20 Action Plan:

Replacement Projects
The City currently owns, operates and maintains approximately 286 miles of 2" through 36" diameter waterlines. In 1991, the City identified approximately 162,240 lineal feet of water lines ranging in size from 2 to 24 inches and 2,265 fire hydrants that would require replacement over the estimated following 35 years. To date, the City has replaced approximately 119,748 lineal feet (66 %) of the previously identified waterlines for replacement because they were at the end of useful life.

Significant water renewal and replacement projects budgeted, designed and/or constructed in FY 2019-20 follow. A key area of focus for the City last year was the Nimbus North business area, from Hall Boulevard to the Denney Commerce Center. The water utility infrastructure in this area is in very poor condition, so the City began the first of multi-year phased approach to replace waterlines in the area, and significant coordination with existing businesses was necessary. Additionally, the design of phased improvements to the City's Sexton Mountain Pump Station was completed, including accommodation for back-up/emergency power generation in the event of loss of primary power.

CIP No.	CIP Project Name
3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk Water Meter Service Relocation
3519A	Canyon Rd Intersection Improvements (MSTIP)
3611	JWC Upgrade Projects
4060	Water System Security Upgrades
4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design
4117	Washington Ave Waterline (7th-9th)
4111	Hyland Way
4120	Taralynn Ave (Allen Blvd - EOP) Waterline Replacement
4123	Barlow Ct (1500LF of 6")
4134A	Pressure Reducing Valves – PRV (SW 153rd Ave/TV Hwy
4135	Griffith Dr Water Line Rep (3100 LF, 8")
4144	Spirea and Cherry Hill Dr (400LF 6" and 1400 8")
4152	Chestnut Pl (6" water line)
4169A	Nimbus North - Hall to Denney Commerce Center (System Upgrade) – Phase 1 of 3
6095	Sellwood Subdivision (1,150 LF 6" DIP)

Joint Water Commission Supply
The City currently owns a 25 percent share of the Joint Water Commission's (JWC' s) water plant capacity, equivalent to 18.75 mgd of water to supply drinking water to city water customers. Beaverton paid approximately $1.5 million in FY 2019-20 as its proportional ownership share for various JWC projects that replaced and upgraded selected parts of the Water Treatment Plant.

FUND:	DEPARTMENT:
501 WATER	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
3XXX WATER REPLACEMENT PROJECTS	DAVID WINSHIP

FY 2020-21 Action Plan:
City staff representing the Engineering and Operations divisions work collaboratively to evaluate and prioritize water replacement projects. Annual updates to the CIP list consider Council priorities, the City's adopted Water Master Plan (WMP), Cityworks (water asset management), and engineering and field maintenance history. Additionally, staff evaluate whether other pending or scheduled City utility projects, or projects from other jurisdictions/agencies, are planned to occur in the same area where we are proposing work. If we find opportunities where a joint/combined project would save money and/or mitigate traffic impacts compared with multiple smaller projects, the City supports these joint projects (ties back to existing Council Goal #7 – Provide responsive, cost effective service to the community).

Significant water system improvement and replacement projects budgeted for FY 2020-21 follow. A key area of focus for the City this year is finishing construction for the first phase of improvements in the Nimbus North business area, and continued design of subsequent phases. Additionally, the design of phased improvements to the City's Sexton Mountain Pump Station will continue, accommodating for back-up/emergency power and architectural and seismic upgrades.

CIP No.	CIP Project Name
3321	Westgate Dr/Cedar Hills Blvd. Dawson Wy Intersection Realignment
3611	JWC Upgrade Projects
4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator
4120	Taralynn Ave. Waterline Replacement
4124	Lisa Ln (141st - Bonnie Brae) Waterline Replacement, 1,200LF of 6"
4135	Griffith Dr Water Line Rep (3100 LF, 8" and 12")
4136	22nd St (Dale - Hall) Waterline Replacement, 1,100LF 8"
4169A	Nimbus North - Hall to Denney Commerce Center (System Upgrade) – Phase 1
4169B	Nimbus North - Hall to Denney Commerce Center (System Upgrade) – Phase 2
4169C	Nimbus North - Hall to Denney Commerce Center (System Upgrade) – Phase 3
4185	Washington Ave (5th-7th) Waterline Replacement, 550LF 8"
4188	Chestnut Pl (Oak - Elm) Waterline Replacement, 1,150LF of 8"
4198	SW Wilson Ct (Kimberly - Hart) Waterline Replacement, 750LF 6"
6006	Erickson Trunk Sewer Project
6096	McKay Subdivision (Rollingwood)
8135b	4140 SW Watson Storm Outfall Retrofit
XXX	16599 SW Weir Rd PRV Improvements
XXX	163rd PRV Improvements
XXX	PRV Decommissioning Project

Scoggins Dam and Hagg Lake
Since 1973, when the U.S. Bureau of Reclamation (Reclamation), was developing the Tualatin Project (Scoggins Dam, Hagg Lake), the City of Beaverton has been a direct municipal "repayment contractor" to Reclamation for 4,000 acre-feet (1.3 billion gallons) of storage annually. Beaverton has two current contracts with Reclamation dating as far back as 1971. Completion of the Scoggins Dam construction occurred in 1975.

In 2007, Reclamation staff identified that Scoggins Dam was at risk related to a Cascadia Subduction Zone earthquake. Between 2009 and 2010, a Risk Analysis was performed on Scoggins Dam to determine the risk from seismic events with Scoggins Dam. Based on the findings of these risk analyses, a decision was made in 2010 to move into a Corrective Action Study (CAS). Reclamation is currently considering three alternatives to replace the existing dam at a downstream location, and is expected to select preferred alternative in FY 20-21.

City of Beaverton
CIP Financial Plan - Water
FY 2020-21 Adopted

Fund #	Prog #	CIP #	Project Name	Funding Source						
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	WIFIA	Operating: Maint & Replacement	Funding Total
FUND 501 - Water Capital Improvement Projects:										
501	3611	3611	JWC Projects						1,078,505	1,078,505
501	3611		Barney Reservoir						5,500	5,500
			Totals - 3611 Joint Water Commission Projects	-	-	-	-	-	**1,084,005**	**1,084,005**
501	**3701**	**3321**	Westgate Dr/Cedar Hills Blvd.Dawson Wy Intersection Realignment - JIM						30,000	30,000
501	**3701**	**4120**	TaraLynn Waterline Replacement						300,000	300,000
501	**3701**	**4124**	Lisa Ln (141st - Bonnie Brae) Waterline Replacement, 1,200LF of 6"						300,000	300,000
501	**3701**	**4135**	Griffith Dr Waterline Replacement, 3,100LF of 8"&12"						650,000	650,000
501	**3701**	**4136**	22nd St (Dale - Hall) Waterline Replacement, 1,100LF 8"						350,000	350,000
501	**3701**	**4185**	Washington Ave (5th-7th) Waterline Replacement, 550LF 8"						200,000	200,000
501	**3701**	**4188**	Chestnut Pl (Oak - Elm) Waterline Replacement, 1,150LF of 8"						355,000	355,000
501	**3701**	**4198**	SW Wilson Ct (Kimberly - Hart) Waterline Replacement, 750LF 6"						250,000	250,000
501	**3701**	**4199**	PRV Decommissioning Project						75,000	75,000
501	**3701**	**4200**	163rd PRV Improvements						85,000	85,000
501	**3701**	**4201**	16599 SW Weir Rd PRV Improvements						60,000	60,000
501	**3701**	**6006**	Erickson Trunk Sewer Project						839,000	839,000
501	3701	**6096**	McKay Subdivision (Rollingwood)						50,000	50,000
501	**3701**	**4169A**	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - NEW - Phase 1 of 3 - 1*						530,000	530,000
501	**3701**	**4169B**	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - NEW - Phase 3 of 3 - 1*						30,000	30,000
501	**3701**	**4169C**	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - NEW - Phase 2 of 3 - 1*						30,000	30,000
501	**3701**	**8135b**	4140 SW Watson StormOutfallRetrofit						400,000	400,000
			Totals - 3701 Water System Improvements	-	-	-	-	-	**4,534,000**	**4,534,000**
			TOTALS						**5,618,005**	**5,618,005**

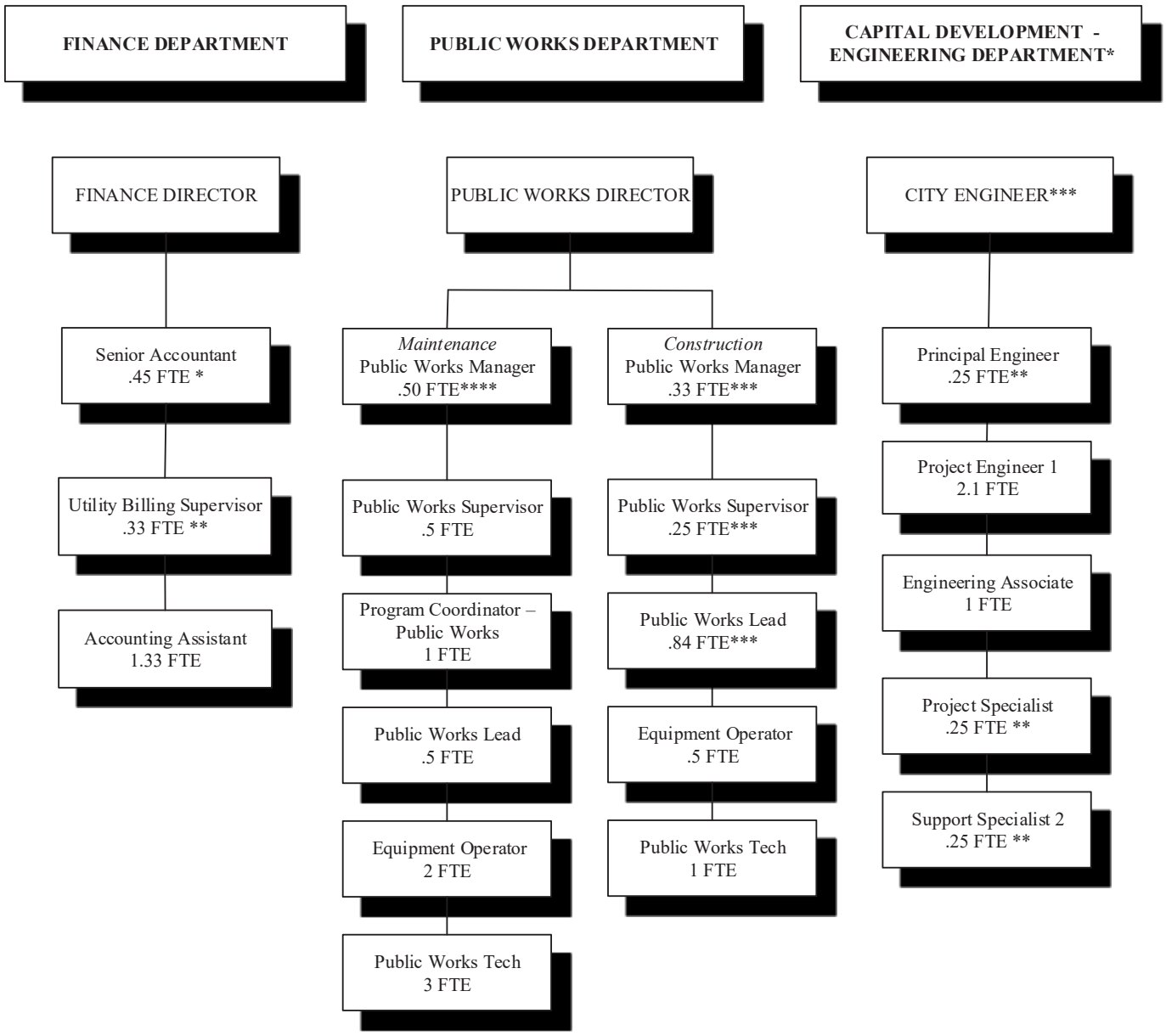
Sewer Fund

- Utility Billing
- Enterprise Management & Administration
- Sewer System Maintenance
- Sewer System Construction
- Sanitary Sewer Construction Projects

Beaverton
OREGON

Sewer Fund

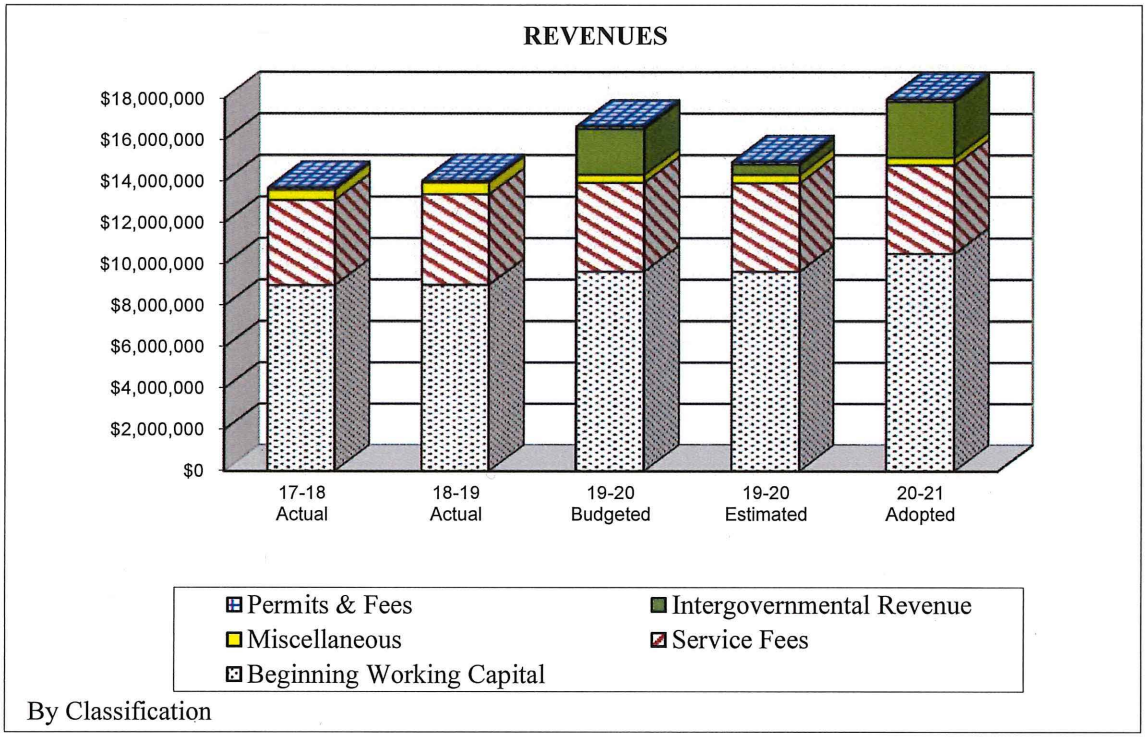
FY 2020-21 BUDGETED POSITIONS



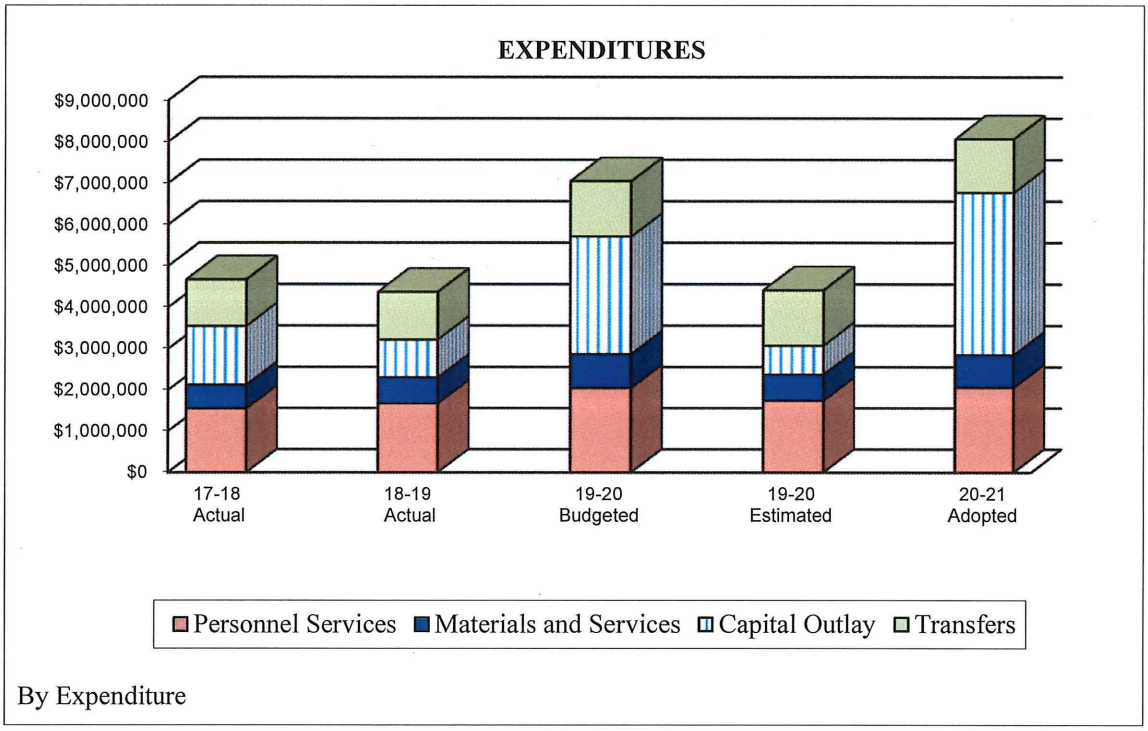
* *Partially funded in General/Water/Sewer/Storm Drain Funds*
** *Partially funded in Water/Sewer/Storm Drain Funds*
*** *Partially funded in Street/Sewer/Storm Drain Funds*
**** *Partially funded in Sewer/Storm Drain Funds*

SEWER FUND

ADOPTED FY 2020-21



By Classification



By Expenditure

SEWER FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$196,658	$261,588	$265,300	$265,300	$195,500
Intergovernmental revenue	0	0	2,211,000	493,800	2,710,000
Charges for services	4,210,748	4,454,393	4,410,000	4,385,000	4,390,000
Project engineering charges	159,122	133,941	80,000	80,000	130,000
Miscellaneous	127,948	160,115	28,000	55,968	28,000
Sub Total Revenues	$4,694,476	$5,010,037	$6,994,300	$5,280,068	$7,453,500
Expenditures:					
Personnel services	$1,549,782	$1,676,879	$2,054,656	$1,745,492	$2,064,081
Materials & services	581,264	633,771	823,386	637,112	793,245
Capital outlay	1,422,365	916,588	2,834,000	699,768	3,918,500
Sub Total Expenditures	$3,553,411	$3,227,238	$5,712,042	$3,082,372	$6,775,826
Revenues Over/Under Expenditures	$1,141,065	$1,782,799	$1,282,258	$2,197,696	$677,674
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(1,120,304)	(1,146,473)	(1,335,401)	(1,335,401)	(1,292,370)
Total Other Financing Sources (Uses):	($1,120,304)	($1,146,473)	($1,335,401)	($1,335,401)	($1,292,370)
Net Change in Fund Balance	$20,761	$636,326	($53,143)	$862,295	($614,696)
Fund Balance/Working Capital Beginning of Year	8,995,209	9,015,970	9,652,296	9,652,296	10,514,591
Fund Balance (Contingency)/Working Capital End of Year	$9,015,970	$9,652,296	$9,599,153	$10,514,591	$9,899,895

The contingency policy is to maintain a target of 42% of operating expenditures in contingency for continuing operations. Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The FY 2020-21 general contingency totals $3,167,066 and consists of $2,503,981 operational contingency, $532,624 for equipment and vehicle replacement, and $130,461 for future replacement of the Operations facility. The general contingency represents 111% of the operational expenditures (personal services and materials and services). In addition the Sewer Fund has reserves of $5,706,623 for future system replacement projects, and $1,026,206 for future system capacity improvements funded from system development fees.

FUND:	SUMMARY FOR SEWER FUND:
502 SEWER	INCLUDING: CIP PROJECTS, FINANCE, AND PUBLIC WORKS

MISSION STATEMENT:

To provide a wastewater collection system that functions reliably, is routinely subject to preventive maintenance inspections and repairs, and satisfies all of the requirements of the Clean Water Act and Municipal Code. Provide assistance and recommendations to residents and property owners that experience problems with their private wastewater collection and piping systems. The sanitary sewer system is part of a regional system that relies upon cooperation of Clean Water Services and the other local units of government.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	13.34	14.17	16.47	16.72	16.72
PERSONNEL SERVICES	$1,549,782	$1,676,879	$2,054,656	$2,064,081	$2,064,081
MATERIALS & SERVICES	581,264	633,771	823,386	793,245	793,245
CAPITAL OUTLAY	1,422,365	916,588	2,834,000	3,918,500	3,918,500
TRANSFERS	1,120,304	1,146,473	1,335,401	1,292,370	1,292,370
CONTINGENCY	0	0	9,599,153	9,899,895	9,899,895
TOTAL	**$4,673,715**	**$4,373,711**	**$16,646,596**	**$17,968,091**	**$17,968,091**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$8,995,209	$9,015,970	$9,652,296	$10,514,591	$10,514,591
Permits & Fees	112,509	94,241	125,000	125,000	125,000
Sewer Service Fees	4,098,239	4,360,152	4,285,000	4,265,000	4,265,000
Intergovernmental Revenue	0	0	2,211,000	2,710,000	2,710,000
Miscellaneous Revenues	483,725	555,643	373,300	353,500	353,500
Sewer Projects:					
3811 Sewer Collection System	$190,745	$178,965	$2,211,000	$2,710,000	$2,710,000
3812 So. Cooper Mtn Sewer Infra. Proj	378,008	128,347	0	0	0
3813 Area 6B Cooper Mtn Sewer Proj.	0	0	100,000	62,000	62,000
3850 Maintenance & Replacement	307,221	270,040	488,000	1,090,000	1,090,000

FUND: 502 SEWER	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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	2.11
PERSONNEL SERVICES	$138,158	$187,283	$207,976	$223,628	$223,628
MATERIALS & SERVICES	199,977	212,959	239,130	265,995	265,995
CAPITAL OUTLAY					
TRANSFERS	1,338	1,906	1,651	2,322	2,322
TOTAL	**$339,473**	**$402,148**	**$448,757**	**$491,945**	**$491,945**

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.

FUND: 502 SEWER	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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 Adopted**
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.

FUND: 502 SEWER	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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.

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

* 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.

FUND: 502 SEWER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	**PROGRAM MANAGER:** DAVID WINSHIP

Program Goal:
Prepare, manage, interpret, and implement the City's sanitary sewer infrastructure master plan and the Capital Improvements Plan/Program (CIP). Preparation and implementation of the CIP includes activities such as problem identification, engineering planning and design, scheduling and budgeting. This program provides expertise and policy recommendations regarding intergovernmental agreements with Clean Water Services (CWS) and other sanitary sewer/wastewater agencies.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.94	3.44	4.19	4.19	4.19
PERSONNEL SERVICES	$453,871	$482,174	$668,692	$599,743	$599,743
MATERIALS & SERVICES	47,295	34,308	123,438	111,205	111,205
CAPITAL OUTLAY					
TRANSFERS	61,027	26,721	22,374	15,273	15,273
TOTAL	**$562,193**	**$543,203**	**$814,504**	**$726,221**	**$726,221**

Program Objective: Overall responsibility for management and implementation of the multi-year Capital Improvements Plan (CIP), including administration of the Sewer Fund budget, and coordination with Clean Water Services (CWS). Other key objectives include:

- Manage, interpret, and implement the City's sanitary sewer master plan, and prepare the annual update of sewer projects in the CIP.
- Manage the sewer surcharge program that funds the annual capital improvements projects related to sanitary sewer infrastructure that needs rehabilitation or replacement.
- Collaborate with CWS staff and other co-implementer cities on the regional sanitary sewer master plan. Provide expertise regarding the intergovernmental agreements with CWS. Represent the City at the monthly CWS Co-implementer and CIP Coordination meetings.
- Collaborate with City GIS staff and the Public Works Operations division on managing the City's sewer asset database. Support the Operations Division of Public Works in administering the sewer utility locates program and the yearly reporting to CWS.
- Provide expertise on regional and City design standards to the City's Public Works Department and the Site Development Division of CDD. Review all development projects for compliance to design standards and to ensure development improvements work within the existing sanitary sewer system.

Progress on FY 2019-20 Action Plan:

Master Plan Updates
An update of the Sewer Master Plan (CIP No. 6000) for the entire City to evaluate system needs and requirements into the near future with project verification and identification was finalized and adopted by the City Council. In addition, an update to the South Cooper Mountain Sewer Master Plan (CIP No. 6083) was completed and used to provide direction to developers on sewer line sizing and alignments within South Cooper Mountain. City staff have begun the Cooper Mountain Utility Master Plan (CIP No. 4154), which includes conceptual engineering and analysis to determine what infrastructure will be needed to support development in the expansion area, including Urban Reserve6B. The Cooper Mountain Utility Master Plan will support the Cooper Mountain Community Plan, which was launched by the Community Development Department. City staff is assisting Clean Water Services with their update to the East Basin Facility Master Plan (Durham Treatment Facility).

FUND: 502 SEWER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	**PROGRAM MANAGER:** DAVID WINSHIP

FY 2020-21 Action Plan:

Cooper Mountain Utility Master Plan
Continue analysis of the expansion area and continue work on the Cooper Mountain Utility Master Plan.

Sanitary Sewer Service Development Charge (SDC) and Rate Study
Complete an evaluation of the current sewer SDCs and rates to determine if an increase is needed in order to fund future sanitary sewer infrastructure improvements and rehabilitations identified in the 2019 Sewer Master Plan update.

Erickson Trunk Sewer Project
Design on the Erickson Trunk Sewer Project will be finalized in FY2019-20 and construction will begin in FY2020-21. The sewer upsizing is being funded by Clean Water Services and managed by City engineering staff.

Capital Improvements Plan
Public Works Department Engineering and Operations Division staff will develop a 10-20 year rehabilitation and replacement plan based on the priorities and recommendations in the 2019 Sewer Master Plan update. A list of sanitary sewer projects proposed in FY 2020-21 is provided on the City's website at this link: https://apps2.beavertonoregon.gov/secure/publicworks/CIP/

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted**	**FY 2020-21 Adopted**
Number of miles of sanitary sewer collection system (86% 8 inch dia., 17% 12 to 21 inch)	275.6	276.5	277.5	278.5
Number of sanitary sewer customer accounts served by the City of Beaverton	22,925	23,145	23,370	23,457
Number of miles of public sewer mainlines (6" and greater) replaced or structurally rehabilitated	0.7	0.6	0.02	1.0

FUND: 502 SEWER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0753 SEWER SYSTEM MAINTENANCE	**PROGRAM MANAGER:** JESSE WILSON

Program Goal:
To provide a wastewater collection system that provides a safe and reliable conveyance mechanism for wastewater materials. Complete annual inspections of public wastewater lines to satisfy the requirements of the Clean Water Act. Eliminate wastewater system blockages and overflows by routinely inspecting known problem areas of the lines and by actively managing a program to eliminate the discharge of Fats, Oils and Greases (FOG) into the city's wastewater system.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.60	6.50	7.50	7.50	7.50
PERSONNEL SERVICES	$734,631	$774,199	$880,300	$895,941	$895,941
MATERIALS & SERVICES	275,933	278,086	313,468	294,745	294,745
CAPITAL OUTLAY	469,489	329,247	35,000	56,500	56,500
TRANSFERS	1,019,422	1,099,219	1,175,444	1,251,769	1,251,769
CONTINGENCY	0	0	9,599,153	9,899,895	9,899,895
TOTAL	**$2,499,475**	**$2,480,751**	**$12,003,365**	**$12,398,850**	**$12,398,850**

This budget document reflects data reported to Clean Water Services (CWS) and the Department of Environmental Quality (DEQ). Key maintenance activities include cleaning the sanitary sewer collection system with high velocity water pressure, video scanning the trunk lines closed circuit cameras, removing roots through chemical treatment and cutting, assisting citizens with specific problems, and tracking and maintaining data on an asset management system.

SEWER INVENTORY SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Linear Feet of Sewer Pipe	1,454,335	1,454,421	1,458,115	1,457,368
Number of Manholes	7,768	7,779	7,813	7,821
Number of Clean-outs	461	461	462	469

Program Objectives:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Routine Line Cleaning: Clean & remove debris from the sanitary sewer system every 4 years - lineal feet (LF)	363,585	364,529	364,529 / 363,627	364,342
Non-Routine Line Cleaning: Lines that require more frequent cleaning. (roots, flat grade, FOG) - LF	80,000	80,000	80,000 / 80,000	80,000
Video Inspection: Inspection of the sanitary sewer system every 8 years. - LF	181,795	182,264	182,264 / 182,130	182,171
Stream Corridor Surface inspections: Inspect bi-annually manholes (MH) that are off the street, along waterways or with limited access.	251	254	254 / 254	254

FUND: 502 SEWER	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0753 SEWER SYSTEM MAINTENANCE	**PROGRAM MANAGER:** JESSE WILSON

FY 2020-21 Action Plan:
The Sewer Maintenance section will continue to attend several events (Public Works Week, Picnic at the Parks, Big Truck Day) with heavy equipment and employees will engage with residents and educate them on operation activities. Staff will develop new and updated educational material to provide to the public.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Total footage of sanitary system pipe cleaned per quarter - lineal feet (LF)	91,000	100,000	110,000 / 91,000	92,000
Percent of sanitary system pipe cleaned annually	31%	31%	31% / 31%	31%
Total footage of sanitary system pipe inspected per quarter - LF	47,300	48,066	48,066 / 45,532	46,600
Percent of sanitary system pipe inspected annually	12.5%	12.5%	12.5%	12.5%
Total number of Stream Corridor Surface inspections	133 MH	127 MH	127 MH	127 MH

Performance Outcomes and Program Trends:
Under the National Pollutant Discharge Elimination System (NPDES) permit issued to CWS, the city is obligated by an intergovernmental agreement to clean the entire sanitary sewer system within its corporate boundaries a minimum of every four years and problem lines as necessary. The city must also do video inspections of the system every eight years, utilizing the current nationally recognized pipe scoring system.

Ultimately, the goal is to operate the collection system without having any sewer overflows. In order to eliminate grease related blockages and the maintenance costs associated with grease problems, a FOG program has now been active for more than eight years. The sewer staff contact apartment owners and other businesses as needed in areas with known FOG problems to establish the most effective maintenance frequency for their grease removal device.

FUND:	**DEPARTMENT:**
502 SEWER	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0757 SEWER CONSTRUCTION	MARK OLSON

Program Goal:
Improve the city's sanitary sewer infrastructure with a cost-effective repair program including line repair, manhole repair and replacement, correction of chronic system problems and other related construction activities. These projects promote city-wide beautification through replacement of deficient underground infrastucture which enhances reliability and reduces sewage overflows.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.17	2.17	2.67	2.92	2.92
PERSONNEL SERVICES	$223,122	$233,223	$297,688	$344,769	$344,769
MATERIALS & SERVICES	58,059	108,418	147,350	121,300	121,300
CAPITAL OUTLAY	76,902	9,989	0	0	0
TRANSFERS	38,517	18,627	135,932	23,006	23,006
TOTAL	**$396,600**	**$370,257**	**$580,970**	**$489,075**	**$489,075**

Program Objectives:
Perform structural repairs to improve performance of the sanitary sewer system and to maintain system integrity. Such activities are an essential element in achieving a reliable and compliant underground infrastructure. *Continue to work with CWS by applying their guidelines to our service levels* (Community Partners).

Progress on FY 2019-20 Action Plan:
The construction crew continued to repair and replace deficiencies found through maintenance activities to existing infrastructure and complete rehabilition projects identified by maintenance video inspection and the engineering division. Work is prioritized to complete work needed in advance of residential and arterial overlays.

FY 2020-21 Action Plan:
- Work with engineering to update a 5 year plan for pipe and structural repairs identified by maintenance and the Sewer Master Plan
- Assist in responding to sanitary sewer overflows as needed.
- Complete underground repairs required prior to 20/21 inhouse overlay program.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Repairs to existing sewer lines	4	4	3 / 5	4
Rehabilitation project structures	5	4	5 / 4	5
Number of structure repairs per year	32	40	40 / 30	30

Performance Outcomes and Program Trends:

This program involves routine construction to rehabilitate, repair, and replace deficient or failing pipes and structures. Perform maintenance repairs as recommended by sewer maintenance video inspection. Perform small projects as identified.

FUND:	DEPARTMENT:
502 SEWER	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
3XXX SEWER PROJECTS	DAVID WINSHIP

SANITARY SEWER PROGRAM

For a complete narrative of the budget process for Sanitary Sewer Construction Projects, refer to pages 70 - 72.

Increased-Capacity Projects
Recommendations made in the City's January 2004 Sanitary Sewer Collection System Master Plan, the 2009 Clean Water Services Master Plan, and the City's August 2019 Sewer Master Plan update are used by City staff to determine which projects are necessary to increase the capacity of the sewer system to serve new development, redevelopment, and underdeveloped land.

Replacement and Rehabilitation Projects
The City's sewer system is comprised of approximately 277 miles of piping ranging in size from 4 to 21 inches and more than 7,833 manholes. A significant portion of the sewer lines in older parts of the City and some newly annexed areas are nearing or exceeding 65 years of service, which is the average useful life span of sanitary sewers. City staff perform CCTV inspection of all sewer pipes, rate the condition of each pipe, and designate a systematic timeline for rehabilitation or replacement of each pipe. This information is stored in the asset management program Cityworks.

Sanitary Sewer projects budgeted for FY 2019-20 and FY 2020-21 are as follows:

Progress on FY 2019-20 Action Plan:
CIP Projects

- 3410 Shared Use Path along Denny Rd – complete construction
- 3519A Canyon Rd Intersection Improvements (MSTIP) – continue design
- 4154 Cooper Mountain Utility Master Plan – begin analysis
- 6000A System Development Charge Rate Study – study on hold until FY 2020-21
- 6006 Erickson Trunk Upsizing (5th to SW Allen) CWS R110 – finish design
- 6095 Sellwood Subdivision Utility Improvements – complete construction
- 6106 Sewer in ODOT HWY 217 ROW Improvements – begin design
- 8098A Utility Improvements at Dover Ln Near Oleson Rd (Dover South) – new PM to complete design

FY 2020-21 Action Plan:
CIP Projects

- 3519A Canyon Rd Intersection Improvements (MSTIP) – begin construction
- 4154 Cooper Mountain Utility Master Plan – continue analysis
- 6000A System Development Charge Rate Study - begin study
- 6006 Erickson Trunk Upsizing (5th to SW Allen) CWS R110 – begin construction
- 6096 McKay Subdivision Utility Improvements Phase 1 – begin design
- 6105 Erickson Trunk Basin I&I Reduction Project – begin design
- 6106 Sewer in ODOT HWY 217 ROW Improvements – begin and complete construction
- 8098A Utility Improvements at Dover Ln Near Oleson Rd (Dover South) – begin and complete construction
- 8098B Utility Improvements at Dover Ln Near Oleson Rd (Dover North) – new PM to begin design

City of Beaverton
CIP Financial Plan - SEWER
FY 2020-21 Adopted

Fund #	Acct #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Surcharge	Operating: Maint & Replacement	Grants, IGA	Funding Total
Sewer Capital Improvement Projects:									
502	**3811**	**6006**	Erickson Trunk Upsizing (6th St - 10th St) CWS R110	3,000,000	-	-	-	2,710,000	**2,710,000**
			Total-3811 Sewer Collection System		**-**	**-**	**-**	**2,710,000**	**2,710,000**
502	**3813**	**4154**	Urban Reserve 6B Infrastructure Analysis	316,000	62,000				**62,000**
			Total - 3813 Cooper Mtn Project		**62,000**	**-**	**-**	**-**	**62,000**
502	**3850**	**3519A**	Canyon Rd Intersection Improvements (MSTIP)	10,000		10,000			**10,000**
502	**3850**	**6096**	McKay Subdivision Utility Improvement Phase 1 (AKA Rolling Wood Neighborhood)	980,000		100,000			**100,000**
502	**3850**	**8098B**	Utility Improvements at Dover Ln Near Oleson Rd (Dover North)	500,000		130,000			**130,000**
502	**3850**	**8098A**	Utility Improvements at Dover Ln Near Oleson Rd (Dover South)	500,000		170,000			**170,000**
502	**3850**	**6106**	Sewer in ODOT HWY 217 ROW	300,000		280,000			**280,000**
502	**3850**	**6105**	Erickson Trunk Basin I&I Study	100,000		100,000			**100,000**
502	**3850**	**8135B**	Sewer Work in Watson Ave. associated with undersized pump station and Millikan extension	300,000		-		**300,000**	**300,000**
			Total-3850 Maintenance & Replacement		**-**	**-**	**-**	**300,000**	**1,090,000**
			Totals =>		**62,000**	**-**	**-**	**3,010,000**	**3,862,000**

Water Debt Service Fund

- Debt Service

Beaverton
OREGON

WATER DEBT SERVICE FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$977	$674	$1,000	$120	$52
Bond/financing proceeds	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$977	$674	$1,000	$120	$52
Expenditures:					
Materials & services	0	0	0	0	0
Sub Total Expenditures	$0	$0	$0	$0	$0
Revenues Over/Under Expenditures	$977	$674	$1,000	$120	$52
Other financing sources (uses):					
Transfers in	$748,426	$2,184,994	$2,184,994	$2,184,994	$4,432,135
Transfers out	0	0	0	0	0
Debt Service - Principal	(65,110)	(1,502,350)	(1,503,860)	(1,503,860)	(3,751,387)
Debt Service - Interest	(683,316)	(682,644)	(681,788)	(681,788)	(680,748)
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	($654)	($654)	$0
Net Change in Fund Balance	$977	$674	$346	($534)	$52
Fund Balance/Working Capital Beginning of Year	68,321	69,298	69,972	69,972	69,438
Fund Balance (Contingency)/Working Capital End of Year	$69,298	$69,972	$70,318	$69,438	$69,490

Funding for debt service is provided from transfers from the Water Operating Fund and fluctuates from year to year depending upon debt service requirements.

FUND:	DEPARTMENT:
504 WATER DEBT SERVICE	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

MISSION STATEMENT:

Amounts budgeted in this fund are for payment of maturing principal and interest of the Water Revenue and Refunding Bond Series 2016, a Series 2018 Water Revenue Bond and a loan from the State of Oregon Infrastructure Financing Authority (Drinking Water Revolving Fund). Transfer expenditures are for the unspent water revenue bond proceeds and are contributed to the construction fund for the uncompleted water projects included in the bond sale, if any. Contingency is the unappropriated excess of resources over expenditure requirements. Additional Water Revenue bonds were sold in April 2020 for an approximate amount of $33 million.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION					
DEBT SERVICE	$748,426	$2,184,994	$2,185,648	$4,432,135	$4,432,135
TRANSFERS					
CONTINGENCY	0	0	70,318	69,490	69,490
TOTAL	**$748,426**	**$2,184,994**	**$2,255,966**	**$4,501,625**	**$4,501,625**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$68,321	$69,298	$69,972	$69,438	$69,438
Miscellaneous Revenue	978	673	1,000	52	52
Transfers from Water Fund	748,426	2,184,994	2,184,994	4,432,135	4,432,135

WATER BONDS

Water Revenue and Refunding Bonds Series 2016 were issued in November 2016, with an interest rate of 1.84% in an original amount of $5,615,000. The refunding resulted in net present value savings of approximately $611,104. The proceeds of the initial series 2006 Water Revenue Bond were used to finance the costs of additions, replacements, expansions and/or improvements to the City's Water System, and the acquisition of all real and personal property necessary, useful or convenient thereto and the City's share of the Joint Water Commission capital expansion project. The remaining principal and interest payments for Water Revenue and Refunding Bonds Series 2016 are as follows:

Water Revenue and Refunding Bonds Series 2016

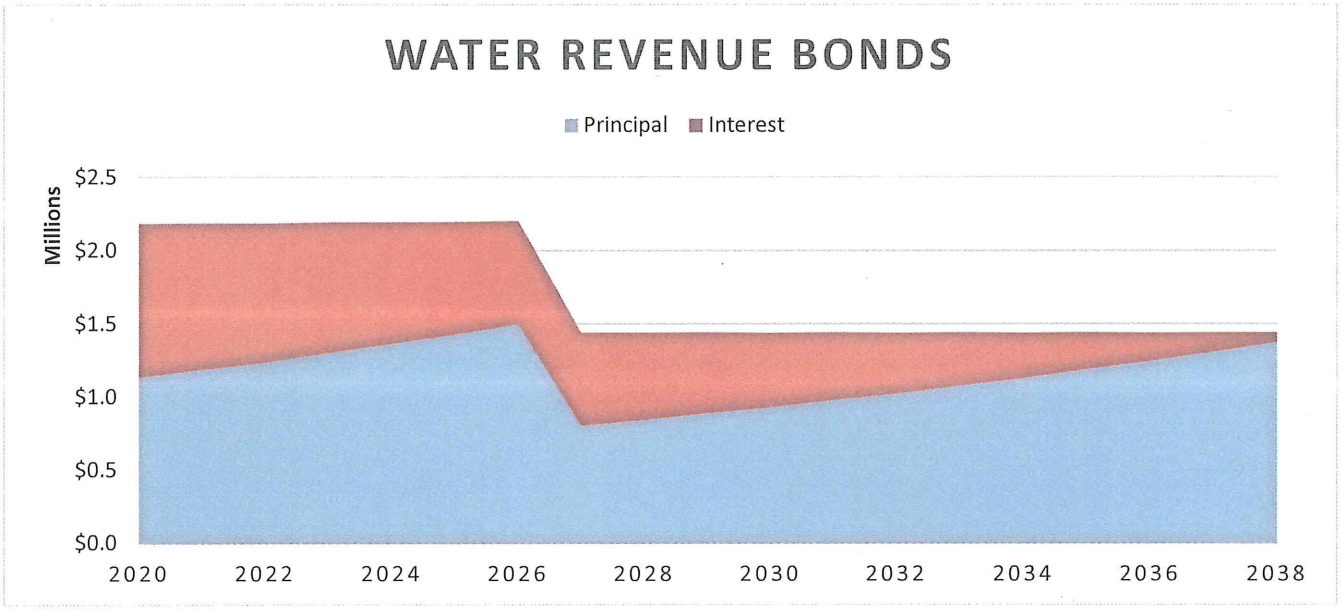
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-2021	610,000	70,748	680,748
2021-2022	625,000	59,524	684,524
2022-2023	635,000	48,024	683,024
2023-2024	645,000	36,340	681,340
2024-2025	660,000	24,472	684,472
2025-2026	670,000	12,328	682,328
Total	$3,845,000	$251,436	$4,096,436

In June 2018, the City issued $21,000,000 in Water Revenue Bonds at a premium of approximately $3 million. The bond proceeds are being used to finance the costs of infrastructure construction in the new South Cooper Mountain area: a second 5.5mg reservoir at the existing Cooper Mountain Reservoir site with associated transmission and distribution lines and opportunity projects with other jurisdictions that would result in savings to the City based on the timing of construction.

FUND:	DEPARTMENT:
504 WATER DEBT SERVICE	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

Water Revenue Bonds Series 2018

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2020-21	600,000	840,250	1,440,250
2021-22	625,000	810,250	1,435,250
2022-23	660,000	779,000	1,439,000
2023-24	690,000	746,000	1,436,000
2024-25	725,000	711,500	1,436,500
2025-26	760,000	675,250	1,435,250
2026-27	800,000	637,250	1,437,250
2027-28	840,000	597,250	1,437,250
2028-29	885,000	555,250	1,440,250
2029-30	925,000	511,000	1,436,000
2030-31	975,000	464,750	1,439,750
2031-32	1,020,000	416,000	1,436,000
2032-33	1,075,000	365,000	1,440,000
2033-34	1,125,000	311,250	1,436,250
2034-35	1,185,000	255,000	1,440,000
2035-36	1,240,000	195,750	1,435,750
2036-37	1,305,000	133,750	1,438,750
2037-38	1,370,000	68,500	1,438,500
Total	$16,805,000	$9,073,000	$25,878,000



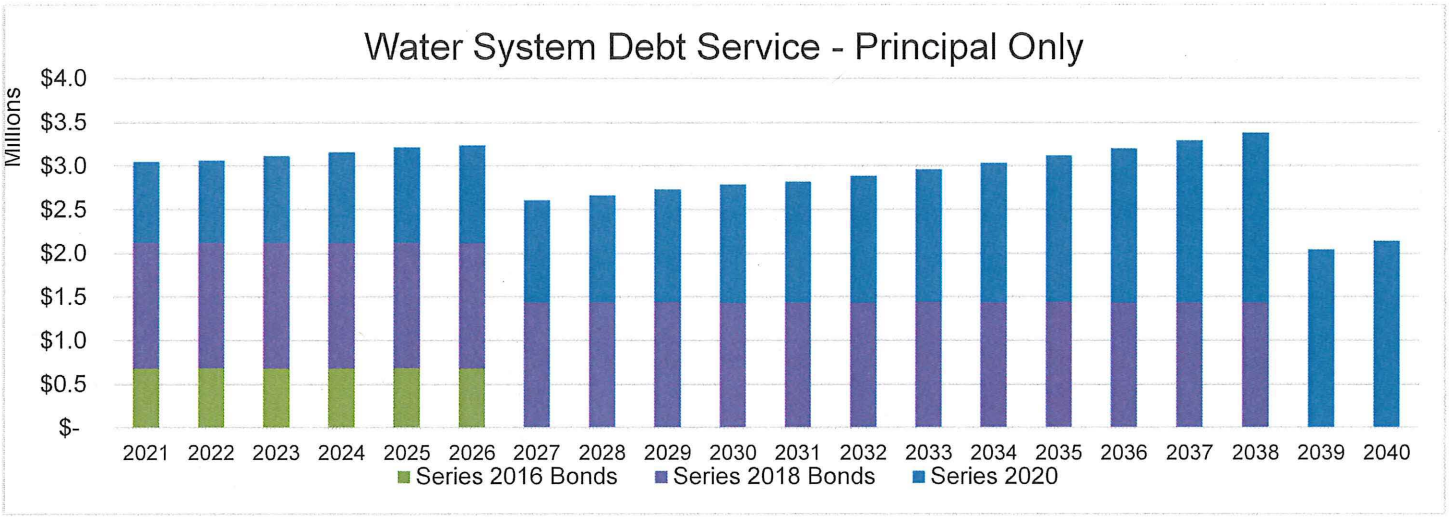
Combined Debt Service Projections (2016 + 2018 Series)

FUND:	DEPARTMENT:
504 WATER DEBT SERVICE	FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

2020 Water Bonds

The City sold a $33.5 million water revenue bond to finance reservoir, ASR and pumping station improvements as well as a portion of the City's obligation as a junior member of the Willamette Water Supply System (WWSS). The sale concluded in April 2020 with annual principal and interest payments on April 1 and October 1 of each year, commencing October 1, 2020.

The following graph illustrates the principal amounts due on the three outstanding water revenue bonds.



SAFE DRINKING WATER REVOLVING LOAN

The City entered into a financing contract with the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority (IFA), for the financing of the Aquifer Storage and Recovery Well Number 5. The loan is federal financial assistance under Capitalization Grants for Drinking Water State Revolving Funds and is pass-thru financing from the State. The IFA provides the City with a 20 year non-revolving loan with an interest rate of 2.96% in the amount of $5,000,000 of which $750,000 is a forgivable loan, leaving a remaining loan of $4,250,000. The allowance of a $750,000 "forgivable" portion of the loan brings the net interest rate to nearly zero.

Repayment starts 90 days after the project completion date and are due and payable each December 1. Repayment is expected to begin sometime in FY 20-21 and the schedule is dependent on the rate of expenditure and draw-down of funds. Future budgets will contain detail on these obligations.

There may be an additional loan sought from the IFA in FY 2019-20. The purpose of the loan is to supplement the resources of the City for its portion of capital costs for joining the Willamette Water Supply System, Willamette intake project and related reservoirs, pump stations and mains.

EPA – Water Infrastructure and Innovation Act (WIFIA)

The City will likely enter into an additional loan agreement for approximately $58 million from the federal Environmental Protection Agency for water system improvements during FY 2019-20. The purpose of the loan is to develop several of the components of the water system such as a connection to the JWC North Transmission Line which currently represents an unused/stranded-asset. Other projects include Cooper Mountain Reservoir #2 (and related pumping and transmission improvements), transmission mains on Scholls Ferry Road and connections to the Willamette Water Supply System at two locations.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
Water Revenue Bond Debt Service Ratio Coverage	9.90	3.33	3.35	1.97

Water Construction Fund

- Increased Capacity Capital Projects

Beaverton
OREGON

WATER CONSTRUCTION FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
System development charges	$1,517,100	$1,271,117	$1,000,000	$1,000,000	$1,000,000
Intergovernmental revenue	0	0	0	0	0
Interest on investments	11,043	341,461	346,600	289,500	322,000
Bond/financing proceeds	21,152,912	0	31,272,000	33,758,996	0
Miscellaneous	0	195,821	0	0	0
Sub Total Revenues	$22,681,055	$1,808,399	$32,618,600	$35,048,496	$1,322,000
Expenditures:					
Materials & services	0	0	0	0	0
Capital outlay	5,966,154	10,136,720	25,819,100	18,465,325	11,934,484
Sub Total Expenditures	$5,966,154	$10,136,720	$25,819,100	$18,465,325	$11,934,484
Revenues Over/Under Expenditures	16,714,901	(8,328,321)	6,799,500	16,583,171	(10,612,484)
Other financing sources (uses):					
Transfers in	$1,230,000	$1,000,000	$2,000,000	$2,000,000	$2,000,000
Transfers out	0	0	(10,226,000)	(10,226,000)	(11,230,674)
Total Other Financing Sources (Uses):	$1,230,000	$1,000,000	($8,226,000)	($8,226,000)	($9,230,674)
Net Change in Fund Balance	$17,944,901	($7,328,321)	($1,426,500)	$8,357,171	($19,843,158)
Fund Balance/Working Capital Beginning of Year	992,721	18,937,622	11,609,301	11,609,301	19,966,472
Fund Balance (Contingency)/Working Capital End of Year	$18,937,622	$11,609,301	$10,182,801	$19,966,472	$123,314

This fund accounts for water system construction costs funded through bond proceeds system development charges, and transfers from the water operating fund. Contingency represents the unused system development charges and bond sale proceeds which are available and allocated for construction projects in future years as identified in the City's Capital Improvement Plan.

FUND:	DEPARTMENT:
505 WATER CONSTRUCTION	PUBLIC WORKS
	DEPARTMENT HEAD: CHAD LYNN

Program Trends:
The City's water utility operation is accounted for in the Water Fund. For financial reporting purposes, the Water Fund is a consolidation of the Water Operating Fund, Water Construction Fund and Water Debt Service Fund. For budgetary and financial control purposes, a separate budget is presented for each of these operations. The budget presented in this program is for the Water Construction Fund. This fund accounts for expenditures for improvements to the system with the three sources of revenue: System Development Charges (SDCs), transfers from operating revenue and an occasional revenue bond. Due to an increase in real estate development, SDCs have rebounded somewhat from previous recessionary years. Contributions of operating funds for the replacement portion of capital projects continues to be a challenge as metered consumption has flattened and operating revenue is limited. The sale of revenue bonds funds for major facility construction projects is expected over the next five years. With the pending award of US EPA Water Infrastructure and Innovation Act (WIFIA) funding, most of the existing Water Construction Fund (505) projects will be shifted to the Water Construction Fund - WIFIA Projects (506) in FY 2020-21.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
CAPITAL OUTLAY	$5,966,154	$10,136,720	$25,819,100	$11,934,484	$11,934,484
TRANSFERS	0	0	10,226,000	11,230,674	11,230,674
CONTINGENCY	0	0	10,182,801	123,314	123,314
TOTAL	**$5,966,154**	**$10,136,720**	**$46,227,901**	**$23,288,472**	**$23,288,472**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$992,721	$18,937,622	$11,609,301	$19,966,472	$19,966,472
System Development Fees	1,517,101	1,271,117	1,000,000	1,000,000	1,000,000
Miscellaneous Revenue	11,043	537,282	346,600	322,000	322,000
Loan Proceeds	21,152,912	0	31,272,000	0	0
Transfers from:					
Water Fund	1,230,000	1,000,000	2,000,000	2,000,000	2,000,000
Funding of Projects:					
3620 Water Extra Capacity Supply System	622,379	1,325,949	165,500	20,000	20,000
3621 ASR No. 5 Project	37,470	78,947	810,000	0	0
3622 Cooper Mtn Rsvr #2 and Water Lines	895,535	3,392,898	5,318,000	4,115,000	4,115,000
3623 Non Potable Purple Pipe Projects	283,897	561,335	515,000	0	0
3625 So. Cooper Mtn Water Capacity Proj	0	0	(290,500)	0	0
3627 Withdrawal of Areas from TVWD	2,788,481	1,753,220	2,059,100	722,500	722,500
3628 TVWD Opportunity Projects	0	0	0	0	0
3631 Meridian Pump Station Repl.	66,993	768,698	435,000	0	0
3636 Scoggins Dam Raise Project	0	0	3,000	3,000	3,000
3643 Willamette Water Supply System	314,432	98,543	82,000	299,545	299,545
3644 So. Cooper Mtn. Extra Capacity	956,967	1,747,986	16,000	0	0
3645 Willamette Water System Intertie	0	409,144	4,886,000	2,000	2,000
3646 Willamette Water Supply Project - Treatment, Storage & Transmission	0	0	11,820,000	6,772,439	6,772,439

FUND:	DEPARTMENT:
505 WATER CONSTRUCTION	PUBLIC WORKS
PROGRAM:	**DEPARTMENT HEAD:**
INCREASED CAPACITY CAPITAL PROJECTS	CHAD LYNN

Progress on FY 2019-20 Action Plan:
Significant water capacity projects budgeted, designed and/or constructed in FY 2019-20 are listed below. Projects appear in the budget under the various funds and programs. During FY 2019-20, the list of projects grew as development opportunities continued in the Cooper Mountain area and the city continued the transfer of water service from Tualatin Valley Water District (TVWD) for properties already within the city limits. Additionally, the city's participation as a Willamette Water Supply Project (WWSP) member requires extensive construction of new capital assets.

Program: Water Extra Capacity- 3620

CIP Project No.	CIP Project Name
3302	Farmington Road Utility Improvements (148th Ave to Hocken Rd), complete
4133	Backup Generator
4024P	Water Extra-Capacity Projects
4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2

Program: ASR 5 Project – IFA Loan – 3621

4021D	ASR Well No. 5 – Final engineering for well and Sorrento Pump Station
4167	Corrosion Control

Program: Cooper Mountain Reservoir #2 and Transmission Mains (bonded) – 3622

5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline)
5092C	SW 175th /Weir Road Water Transmission Line
4058A	Cooper Mt. Reservoir No. 2, preliminary design only

Program: Non-Potable "Purple Pipe" Mains – 3623

4021G	ASR No. 3a well drilling in South Cooper Mt. (SCM) - Non-potable purple-pipe water system and award contract for the Non-Potable System Program Manager in South Cooper Mountain

Program: S. Cooper Mtn. SDC Projects – 3625

6083	South Cooper Mt. Infrastructure – Potable
5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines)

Program: Withdrawal of Areas from TVWD – 3627

5090	Jenkins Bridge Crossing, complete final design, begin construction
4128C	158th @ Merlo Connection to Jenkins Road completed
4128A	Cedar Hills Blvd/Jenkins/Walker Road system improvements completed

Program: Meridian Pump Station – 3631

4107	Meridian Pump Station Replacement and Upgrade, preliminary and final design, begin roadway piping

Program: Willamette River Water Supply – 3643 (bonded)

4126	Willamette Water Supply Program – Negotiation and executing IGA to become a financial partner in the Program and joined the Willamette Water Intake Facility Commission (WIF)
4141	WWSP Supply Intertie @ Cornelius Pass Road and TV Highway – Final design and bidding of project

Program: S. Cooper Mtn. Extra Capacity Projects (bonded) – 3644

4122	Completion of Alvord Lane Waterline, 2,500 LF of 16"

FUND: 505 WATER CONSTRUCTION	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	**DEPARTMENT HEAD:** CHAD LYNN

FY 2020-21 Action Plan:
During FY 2020-21, most projects in the Water Construction Fund (505) transitioned to the Water Construction Fund – WIFIA Projects (506). Remaining projects on the list of projects shows continued progress on development opportunities occurring in the Cooper Mountain area and TVWD transferring water service responsibilities to the City for approximately 16,000 city residents. Other significant extra-capacity water projects planned this year consists of:

Program: Water Extra Capacity- 3620

CIP Project No.	CIP Project Name
4161	Denney Road Crossing at HWY 217th - Replacement of 400 LF with 12" Waterline Upsizing

Program: Cooper Mountain Reservoir #2 and Transmission Mains (bonded) – 3622

4058B	Cooper Mountain (5.5 MG) Reservoir No. 3 (Siting and Land Purchase)

Program: Withdrawal of Areas from TVWD – 3627 (bonded)

4159	TVWD Water Service Transfer Program Manager
5090	Jenkins Road & Bridge Crossing – SW 153rd to SW 158th Avenue

Program: Scoggins Dam Raise Project– 3636

4051	Scoggins Dam Raise (TBWSP)

Program: JWC Capacity Projects – 3635

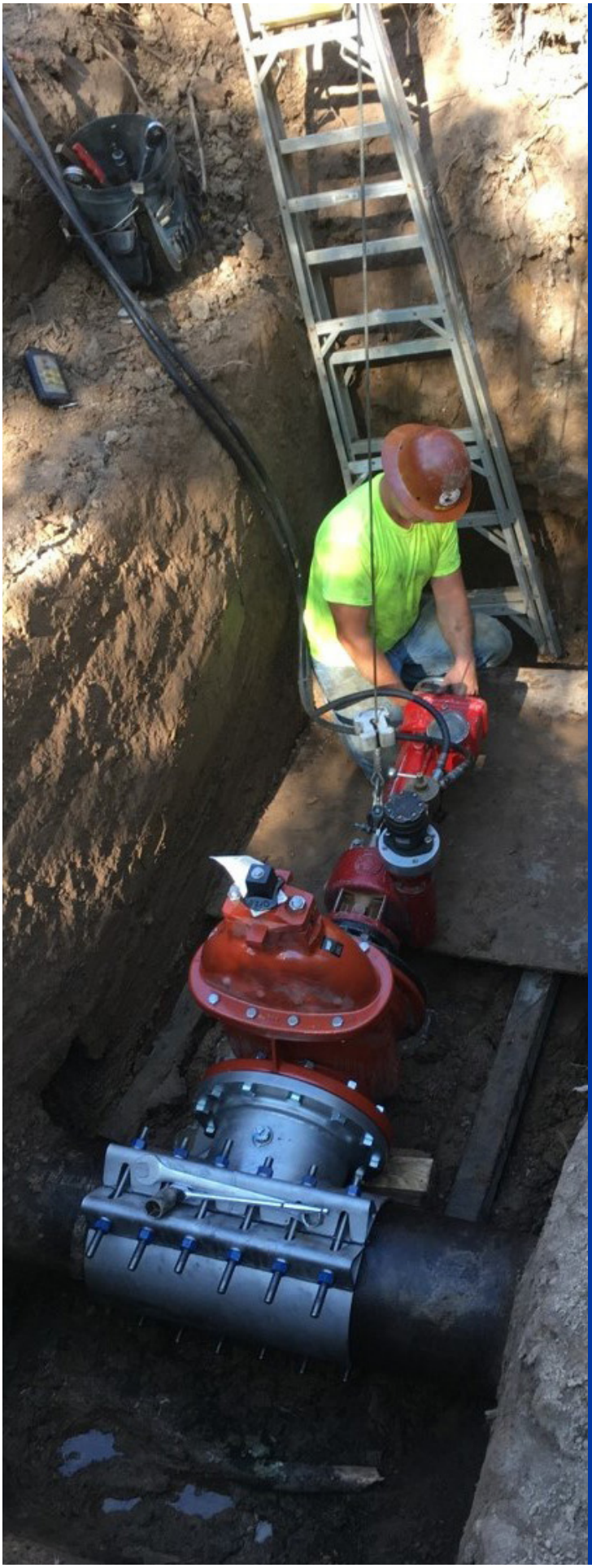
3635	JWC Capacity Projects – Water Treatment Plant (WTP) upgrade and expansion

Program: Willamette River Water Supply – 3643 (bonded)

4126	Willamette Water Supply Program – intake facility upgrade (WIF)
4141	WWSS Supply Intertie @ Cornelius Pass Road and TV Highway

City of Beaverton
CIP Financial Plan - Water
FY 2020-21 Adopted

Fund #	Prog #	CIP #	Project Name	Funding Source						
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	WIFIA	Operating: Maint & Replacement	Funding Total
FUND 505 - WATER CONSTRUCTION FUND										
505	3620	4161	Denney Road Crossing at HW 217th - Replacement of 400 LF with 12" Waterline Upsizing.		20,000					20,000
			Totals - 3620 Extra Capacity Projects	-	**20,000**	-	-	-	-	**20,000**
505	3622	4058B	Cooper Mountain (5.5 MG) Reservoir No. 3 (Siting and Land Purchase)(Bond)			4,115,000				4,115,000
			Totals - 3622 Cooper Mountain Reservoir #2 & Water Lines (Bond)	-	-	**4,115,000**	-	-	-	**4,115,000**
505	3627	4159	TVWD Program Manager			685,000				685,000
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			37,500				37,500
			Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)	-	-	**37,500**	-	-	-	**722,500**
505	3636	4051	Scoggins Dam Raise (TBWSP)		3,000					3,000
			Totals - 3636 Scoggins Dam Raise		**3,000**	-	-	-	-	**3,000**
505	3643	4155	Willamette Intake Facility			299,545				299,545
			Totals - 3646 WillametteIntake Facitily (WIF)		-	**299,545**	-	-	-	**299,545**
505	3645	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			2,000				2,000
			Totals - 3645 Willamette Water Supply Interties (Bond)		-	**2,000**	-	-	-	**2,000**
505	3646	4126	Willamette Water Supply Program			6,772,439				6,772,439
			Totals - 3646 Willamette Water Supply Program (Bond)		-	**6,772,439**	-	-	-	**6,772,439**
			TOTALS	-	23,000	11,226,484	-	-	-	11,934,484



WIFIA Water Construction Fund

- Water Supply Improvement Program

Beaverton
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WIFIA WATER CONSTRUCTION FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Intergovernmental revenue	$0	$0	$1,450,000	$0	$750,000
Bond/financing proceeds	0	0	0	1,450,000	16,425,826
Miscellaneous	0	0	0	0	0
Sub Total Revenues	$0	$0	$1,450,000	$1,450,000	$17,175,826
Expenditures:					
Materials & services	$0	$0	$100,000	$100,000	$100,000
Capital outlay	0	0	11,696,000	11,696,000	28,936,500
Sub Total Expenditures	$0	$0	$11,796,000	$11,796,000	$29,036,500
Revenues Over/Under Expenditures	$0	$0	($10,346,000)	($10,346,000)	($11,860,674)
Other financing sources (uses):					
Transfers in	$0	$0	$10,346,000	$10,346,000	$11,860,674
Transfers out	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	$10,346,000	$10,346,000	$11,860,674
Net Change in Fund Balance	$0	$0	$0	$0	$0
Fund Balance/Working Capital Beginning of Year	0	0	0	0	0
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$0	$0	$0

This fund accounts for water system construction costs funded by the a low interest loan from the federal government's Water Infrastructure Financing and Innovation Act, State of Oregon Loans and transfers from the Water Construction Fund. This fund does not have a separately funded contingency account as it is considered an extension of the Water Construction Fund.

FUND:	DEPARTMENT:
506 WIFIA WATER CONSTRUCTION PROJECTS	PUBLIC WORKS
PROGRAM:	**DEPARTMENT HEAD:**
WATER SUPPLY IMPROVEMENT PROJECTS	CHAD LYNN

Program Trends:
The City's water utility operation is accounted for in the Water Fund. For financial reporting purposes, the Water Fund is a consolidation of the Water Operating Fund, Water Construction Fund and Water Debt Service Fund. For budgetary and financial control purposes, a separate budget is presented for each of these operations. The budget presented in this program is for the newly created Water Construction Fund - WIFIA Projects (506).

The City is funding a large water system construction program to expand Beaverton's water supply capacity, resilience, and redundancy through the US EPA Water Infrastructure Financing Innovation Act (WIFIA) over the next seven years. EPA's WIFIA group accepted the City's request for a total project cost of $165 million, of which 49% will be funded by a WIFIA loan. The City has submitted a formal loan application to submit to EPA by anticipates accepting the loan in September 2020.

Many of the WIFIA water system projects - Water Supply Improvement Program (**WSIP**) are underway now providing jobs for many Oregon consulting and construction firms. By the summer of 2021, many 100's will be employed via contracts with this program and that pace will continue through 2027. The City's 51% contribution to the program is being assisted by two Drinking Water State Revolving Fund (DWSRF) low interest rate loans, which is another EPA program administered by Oregon Drinking Water Authority (OHA). The City has a current DWSRF loan for the ASR Well 5 project and will receive an additional loan for the North Transmission Intertie (NTI) project.

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	$100,000	$100,000	$100,000
CAPITAL OUTLAY	0	0	11,696,000	28,936,500	28,936,500
TRANSFERS					
CONTINGENCY					
TOTAL	**$0**	**$0**	**$11,796,000**	**$29,036,500**	**$29,036,500**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Intergovernmental Revenue	$0	$0	$1,450,000	$750,000	$750,000
WIFIA Federal Loan	0	0	0	11,299,471	11,299,471
Loan Proceeds	0	0	0	5,126,355	5,126,355
Transfers from:					
Water Construction Fund	0	0	10,226,000	11,230,674	11,230,674
Water Fund	0	0	120,000	630,000	630,000
Funding of Projects:					
3680 So. Cooper Mtn. Impr (WIFIA)	0	0	8,089,000	15,018,500	15,018,500
3682 ASR Improvements (WIFIA)	0	0	1,854,000	9,737,000	9,737,000
3683 North Transmission Intertie (WIFIA)	0	0	0	1,635,000	1,635,000
3684 North Trans. Intertie Con. (WIFIA)	0	0	873,000	841,000	841,000
3685 East Transmission Intertie (WIFIA)	0	0	850,000	905,000	905,000
3686 WWSP Connections (WIFIA)	0	0	30,000	800,000	800,000

WSIP Project Summary

The WIFIA loan will fund the "Water Supply Improvement Program" (WSIP) of the City, which now includes 24 major projects that will be transformative to the Beaverton water system:

- 5.5 MG of new, seismically sound, above-ground water storage
- 5 new or reconstructed major pump stations with stand-by power
- 10+ miles of large diameter earthquake resistant pipelines connecting the City to 4 regional surface water sources.

FUND:	DEPARTMENT:
506 WIFIA WATER CONSTRUCTION PROJECTS	PUBLIC WORKS
PROGRAM:	**DEPARTMENT HEAD:**
WATER SUPPLY IMPROVEMENT PROJECTS	CHAD LYNN

- Addition of 3 new Aquifer Storage and Recovery (ASR) wells that will allow the City to store 300 million gallons of drinking water in the winter in deep basalt underground wells. When completed, the City will have a total of 6 ASR wells to access to a 1 billion gallons of stored water in deep basalt aquifers.
- Addition of 3 new ASR wells will provide an additional 5+ million gallons per day (mgd), during the summer, pumped from the wells into the City's distribution system. The ASR wells help provide seismic protection for the City's water supply and regional partners. The City has 5 mgd of existing ASR capacity with a successful 20-year operating history and the new wells will raise the total pumping capacity to 10 mgd.
- Conversion of the City's entire water meter system to be automatically read to increase operating efficiency and improve water conservation.
- Ability to finally utilize all of the City's purchased 18.75 million gallons per day (mgd) treatment capacity in the JWC treatment plant.
- First of its kind in Oregon "purple pipe" stormwater reuse system to supply summer residential irrigation water to substitute for and conserve 1 million gallons a day of drinking water. Water from this system will also be discharged into a local stream to enhance & cool summer streamflow.
- Increase system efficiency by implementing an Advanced Meter Infrastructure (AMI) system to remotely read water meters, upgrading existing pump stations, and upgrading the water system controls.
- Replace aging pipelines and pump stations that are reaching the end of useful-life.
- Manageable future water rate impacts due to low interest rates and long (35 year) repayment period.
- Allows the distribution of multiple water sources: Willamette Water Supply System (**Willamette River**), Joint Water Commission (**Tualatin and Trask Rivers),** Lake Oswego/Tigard (**Clackamas River**), City of Portland (**Bull Run River**) and **groundwater** storage of an added 300 million gallons from new ASR wells, to a major portion of Beaverton and to the City of Hillsboro during periods when the JWC water system is not functioning.

The North Transmission Intertie (NTI), is the largest project in the Water Supply Improvement Program (WSIP) being undertaken by the City with the assistance of a WIFIA loan. The goals of the program are to:

- Improve the seismic resiliency of the City's water system by constructing key new facilities to current seismic standards.
- Improving the City's water system's reliability by interconnecting with several alternative sources of water supply

Specific benefits of the NTI are numerous and critical to the future of water supply to the City:

- Increases reliability of supply from the JWC by allowing the City to take its water supply from either the North or South Transmission Lines.
- Allows the South Transmission Line, which is the City's sole source of owned supply from the JWC, to be taken out of service for repairs without jeopardizing the water supply to the City.
- Provides a seismically resilient "backbone" of supply to the City that can be relied upon to be useable after a major earthquake. It also provides a reliable and resilient transmission main for the northwest area of the City and other distribution pipelines that will be added as part of the overall WSIP.
- Allows the City to obtain its full capacity from the JWC treatment plant, which it currently cannot obtain due to a lack of capacity in the South Transmission Line.
- Increases the pressure in the South Transmission Line by equalizing the demand on the two (North and South) supply lines and, thereby, increasing the efficiency of pumping water to higher elevations in the City.
- Allows the provision of City water service to areas of the City that currently cannot be served by the City's water system.

Progress on FY 2019-20 Action Plan:
Funding from the WIFIA program is expected in FY 2020-2021, so progress on current projects is shown in Water Construction Fund (505) on pages 414 - 417.

FUND:	DEPARTMENT:
506 WIFIA WATER CONSTRUCTION PROJECTS	PUBLIC WORKS
PROGRAM:	**DEPARTMENT HEAD:**
WATER SUPPLY IMPROVEMENT PROJECTS	CHAD LYNN

FY 2020-21 Action Plan:
With the award of WIFIA funding in FY 2020-21, for most projects formerly listed under the Water Construction Fund (505), progress will now be shown under Water Construction Fund - WIFIA Projects (506). Continued development and growth opportunities occurred in the Cooper Mountain area and the city also began a schedule of transferring water service responsibilities for water system infrastructure obtained in the withdrawal of territory from the Tualatin Valley Water District (TVWD) for properties already within the city limits.

During FY 2020-21, the list of projects shows continued progress on development opportunities occurring in the Cooper Mountain area and TVWD transferring water service responsibilities to the City for approximately 16,000 city residents. Other significant extra-capacity water projects planned this year consists of:

Program: Water Extra Capacity- 3620* (all former 505 Fund Projects)

CIP Project No.	CIP Project Name
4021F	ASR Well No. 6 (well maintenance/testing)
4021G	SCM - ASR 3A - Supply source to Non-potable purple-pipe water system
4021H	ASR Well No. 7 (Cooper Mt. ASR, well maintenance/testing)
4154	Cooper Mountain Utility Master Plan
4197	SCM Stormwater Treatment & Non-Potable Injection Well ASR 3

Program: ASR 5 Project – IFA Loan – 3621

4021D	ASR Well No. 5 & Sorrento Pump Station Seismic Upgrade

Program: Cooper Mountain Reservoir #2 and Transmission Mains (bonded) – 3622

4058A	Cooper Mountain (5.5 MG) Reservoir No. 2

Program: Non-Potable "Purple Pipe" Mains – 3623

4021G	South Cooper Mt. - Non-potable (purple pipe) ASR 3A storage and recovery well Water System
4197	SCM Non-Potable Injection Well ASR 3 & Stormwater Treatment System for Injection

Program: S. Cooper Mtn. SDC Projects – 3625

4158	AMI Tower/Conversion City-wide

Program: Withdrawal of Areas from TVWD – 3627 (bonded)

4149	West Baseline Watermain Ext 158th to 163rd (design only)
4171	Area 4 – Master Meter (Schendel/Walker)
4175	Five Oaks School, 173rd to NW 167th, 12" water line, 1500 LF
5088B	Walker Ph. 2
5105	Walker Ph. 3

Program: TVWD Opportunity Projects – 3628

4172	TVWD opportunity projects - Metzger East Pipeline - Scholls Ferry Rd, Nimbus Ave to Allen Blvd (design)
4173	TVWD opportunity projects - WWSP - SW Allen Blvd (design)
4174	TVWD opportunity projects - WWSP - SW Western Ave. (design)

Program: Meridian Pump Station – 3631

4107	Meridian Pump Station Replacement and Upgrade, finish construction

Program: Willamette Water Supply Interties (Bond) - 3645

4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy.
4142	Tile Flat (WWSP - COB Intertie) Fluoridation and Pump Station
4143	North Transmission Intertie Phase 1

City of Beaverton
CIP Financial Plan - Water
FY 2020-21 Adopted

Fund #	Prog #	CIP #	Project Name	Funding Source						
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	WIFIA	Operating: Maint & Replacement	Funding Total
FUND 506 - WIFIA WATER CONSTRUCTION FUND										
506	3680	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System					865,000		865,000
506	3680	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)					12,008,000		12,008,000
506	3680	4078C	Sexton Mt. Pump Station Upgrade and Energy Recovery					630,000		630,000
506	3680	4107	Meridian Pump Station Replacement (Bond)					430,000		430,000
506	3680	4154	Cooper Mountain Utility Master Plan					85,500		85,500
506	3680	4197	SCM Non-Potable Injection Well ASR 3					1,000,000		1,000,000
			Totals - 3680 South Cooper Mtn. Improvements	-	-	-	-	**15,018,500**	-	**15,018,500**
506	3681	4158	AMI Tower/Conversion							-
			Totals - 3681 AMI Infrastructure	-	-	-	-	-	-	-
506	3682	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)				2,452,355	4,017,645		6,470,000
506	3682	4021F	ASR Well No. 6 (well maintenance/testing)							-
506	3682	4021H	ASR Well No. 7 (Cooper Mt. ASR, well maintenance/testing)					3,267,000		3,267,000
			Totals - 3682 ASR Improvements	-	-	-	**2,452,355**	**7,284,645**	-	**9,737,000**
506	3683	4143	North Transmission Intertie Phase 1				1,635,000			**1,635,000**
			Totals - 3683 North Transmission Line		-	-	1,635,000	-	-	1,635,000
506	3684	4149	West Baseline Watermain Ext 158th to 163rd				22,000			22,000
506	3684	4171	Master Meter (Schendel/Walker)				88,000			88,000
506	3684	4175	Five Oaks School, 173rd to NW 167th, 12" water line, 1500 LF				500,000			500,000
506	3684	5105	Walker Rd Phase 3							-
506	3684	5088B	Walker Rd Phase 2				231,000			231,000
			Totals - 3684 North Transmission Intertie Connections	-	-	-	**841,000**	-	-	**841,000**
506	3685	4172	East Transmission Intertie - Nimbus to Western Ave (TVWD Opportunity Project)					678,750		678,750
506	3685	4174	East Transmission Intertie - SW Western Ave (TVWD Opportunity Project)					226,250		226,250
			Total - 3685 East Transmission Intertie	-	-	-	-	**905,000**	-	**905,000**
506	3686	4142	Tile Flat (WWSP - COB Intertie) Fluoridation and Pump Station					800,000		800,000
			Total - 3686 WWSP Connections	-	-	-	-	**800,000**	-	**800,000**
			TOTALS	-	-	-	4,928,355	24,008,145	-	28,936,500

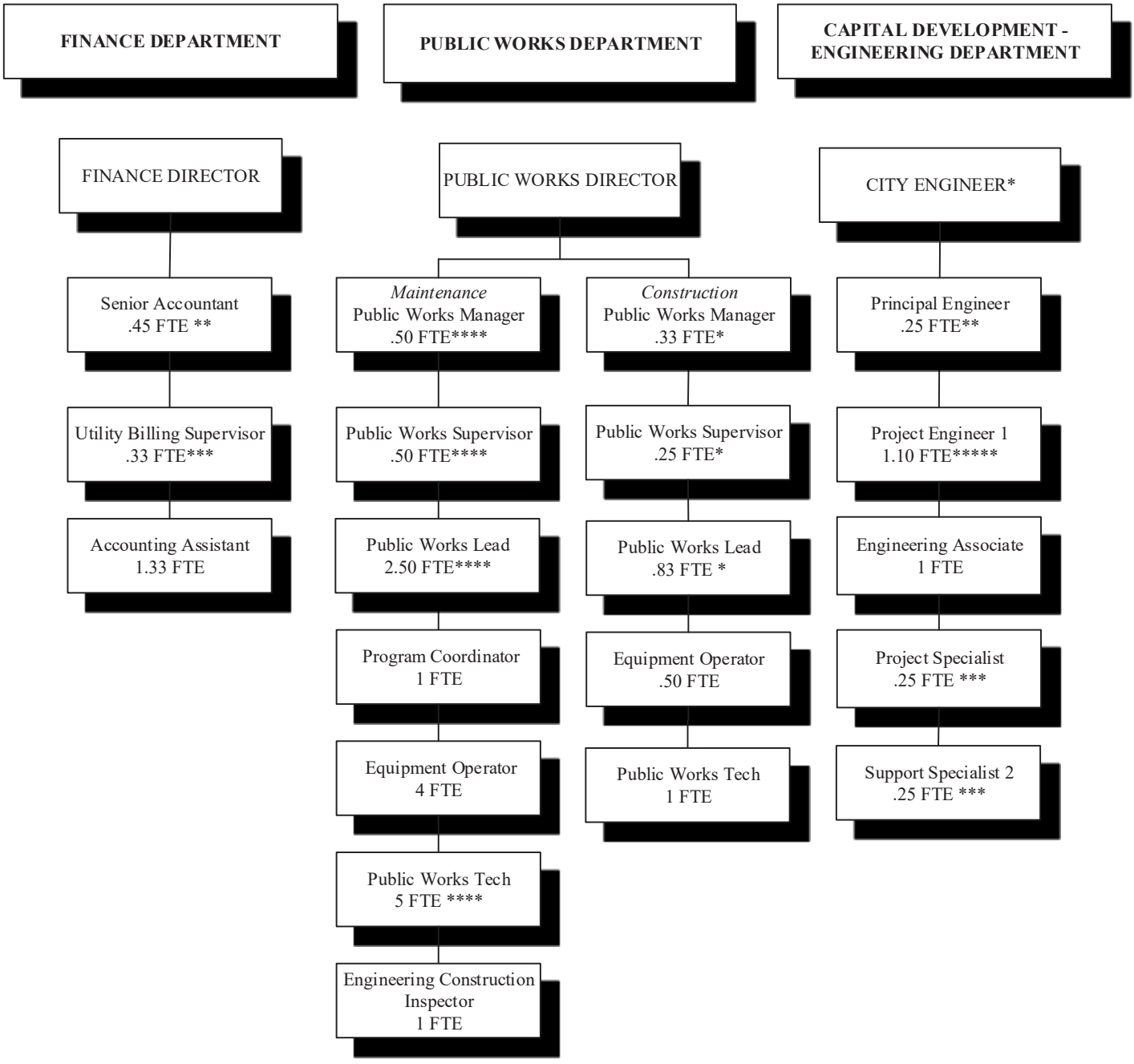
Storm Drain Fund

- Utility Billing
- Enterprise Management & Administration
- Storm Drain System Maintenance
- Storm Drain Construction
- Storm Drain Projects

Beaverton
OREGON

Storm Drain Fund

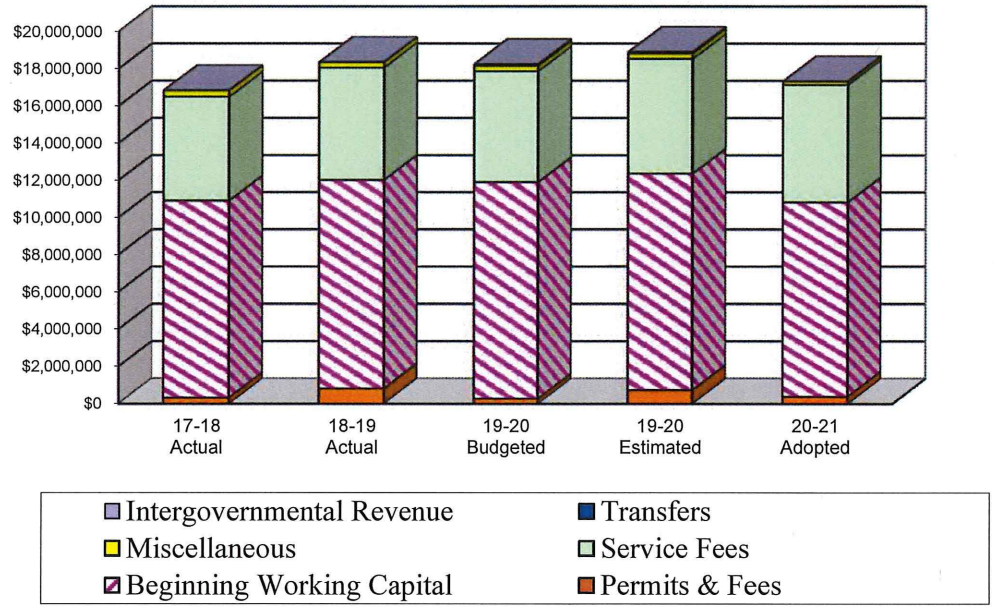
FY 2020-21 BUDGETED POSITIONS



* *Partially funded in Street/Sewer/Storm Drain Funds*
** *Partially funded in General/Water/Sewer/Storm Drain Funds*
*** *Partially funded in Water/Sewer/Storm Drain Funds*
**** *Partially funded in Sewer and Storm Drain Funds*
***** *Partially funded in General/Street/Water/Sewer/Storm Drain Funds*

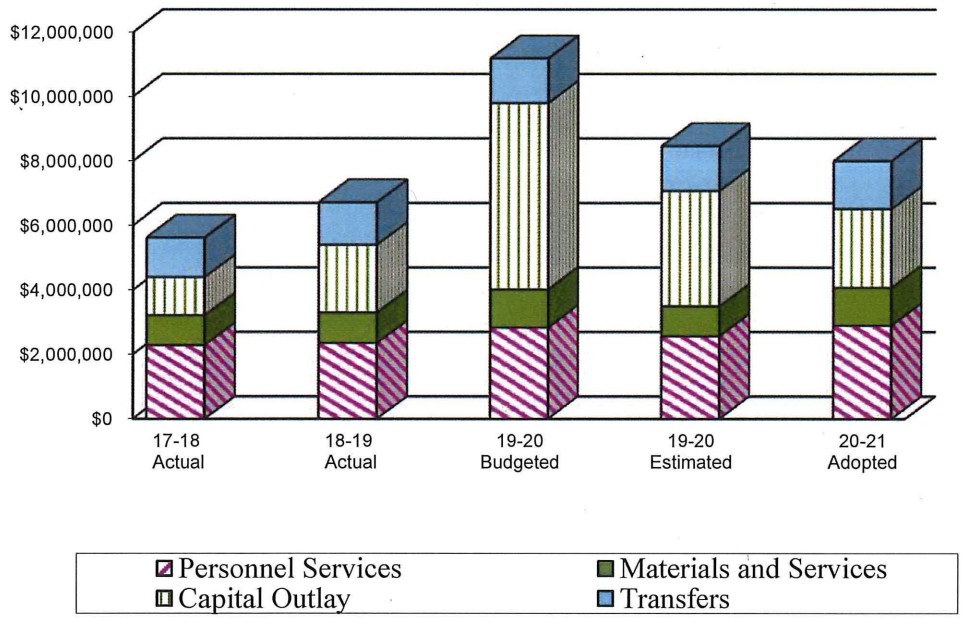
STORM DRAIN FUND
ADOPTED FY 2020-21

REVENUES



By Classification

EXPENDITURES



By Expenditure Type

STORM DRAIN FUND (MAJOR FUND)
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
System development charges	$324,623	$812,260	$274,000	$736,000	$385,000
Interest on investments	171,996	241,167	251,100	251,100	163,400
Intergovernmental revenue	0	0	0	0	0
Charges for services	5,595,351	6,045,737	5,975,000	6,175,000	6,325,000
Project engineering charges	18,223	7,360	10,000	15,000	10,000
Miscellaneous	138,179	31,179	7,350	1,613	7,000
Sub Total Revenues	$6,248,372	$7,137,703	$6,517,450	$7,178,713	$6,890,400
Expenditures:					
Personnel services	$2,290,632	$2,355,891	$2,834,657	$2,568,973	$2,903,492
Materials & services	930,164	947,347	1,184,648	927,849	1,171,417
Capital outlay	1,180,881	2,101,946	5,775,328	3,575,516	2,443,200
Sub Total Expenditures	$4,401,677	$5,405,184	$9,794,633	$7,072,338	$6,518,109
Revenues Over/Under Expenditures	$1,846,695	$1,732,519	($3,277,183)	$106,375	$372,291
Other financing sources (uses):					
Transfers in	$7,053	$5,648	$94,700	$92,850	$800
Transfers out	(1,226,953)	(1,316,044)	(1,391,524)	(1,391,524)	(1,484,238)
Total Other Financing Sources (Uses):	($1,219,900)	($1,310,396)	($1,296,824)	($1,298,674)	($1,483,438)
Net Change in Fund Balance	$626,795	$422,123	($4,574,007)	($1,192,299)	($1,111,147)
Fund Balance/Working Capital Beginning of Year	10,570,842	11,197,637	11,619,760	11,619,760	10,427,461
Fund Balance (Contingency)/Working Capital End of Year	$11,197,637	$11,619,760	$7,045,753	$10,427,461	$9,316,314

The contingency policy is to maintain a target of 42% of operating expenditures in contingency for continuing operations. Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. The FY 2020-21 general contingency totals 5,542,429 and consists of $4,245,508 operational contingency, $1,107,383 for equipment and vehicle replacement, and $219,538 for future replacement of the Operations facility. The general contingency represents 136% of the operational expenditures (personal services and materials and services). In addition the Storm Drain Fund has reserves of $428,408 for future system replacement projects, and $3,345,477 for future system capacity improvements funded from system development fees.

FUND:	SUMMARY FOR STORM DRAIN FUND:
513 STORM DRAIN	INCLUDING: CIP PROJECTS, FINANCE, AND PUBLIC WORKS

MISSION STATEMENT:

To provide a surface and storm water collection system that reduces flooding and enhances water quality. Utilize asset management software to inventory, track, schedule and report maintenance activities for the storm drainage and surface water collection system.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	20.17	20.95	22.45	22.70	22.70
PERSONNEL SERVICES	$2,290,632	$2,355,891	$2,834,657	$2,903,492	$2,903,492
MATERIALS & SERVICES	930,164	947,347	1,184,648	1,171,417	1,171,417
CAPITAL OUTLAY	1,180,881	2,101,946	5,775,328	2,443,200	2,443,200
TRANSFERS	1,226,953	1,316,044	1,391,524	1,484,238	1,484,238
CONTINGENCY	0	0	7,045,753	9,316,314	9,316,314
TOTAL	**$5,628,630**	**$6,721,228**	**$18,231,910**	**$17,318,661**	**$17,318,661**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$10,570,842	$11,197,637	$11,619,760	$10,427,461	$10,427,461
Storm Sewer Connection Fees	324,623	812,260	274,000	385,000	385,000
Miscellaneous Revenues	328,398	279,705	268,450	180,400	180,400
Customer Service Charges	5,595,351	6,045,737	5,975,000	6,325,000	6,325,000
Transfers from Other Funds	7,053	5,648	94,700	800	800
Storm Drain Projects:					
3915 Misc Conveyances (SDC) Proj	39,837	27,368	1,213,000	453,500	453,500
3916 Misc Quantity (SDC) Project	1,820	0	0	35,000	35,000
3917 Misc Quality (SDC) Project	3,084	1,500	220,000	60,000	60,000
3950 Maintenance & Replacement Proj	395,003	2,001,252	3,676,000	1,822,000	1,822,000

FUND: 513 STORM DRAIN	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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	2.11
PERSONNEL SERVICES	$138,100	$187,175	$207,955	$223,601	$223,601
MATERIALS & SERVICES	199,976	212,958	239,130	268,492	268,492
CAPITAL OUTLAY					
TRANSFERS	1,337	1,905	1,651	2,322	2,322
TOTAL	**$339,413**	**$402,038**	**$448,736**	**$494,415**	**$494,415**

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.

FUND: 513 STORM DRAIN	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** SUE ANN KONIAK

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
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.

FUND: 513 STORM DRAIN	**DEPARTMENT:** FINANCE
PROGRAM: 0545 UTILITY BILLING	**PROGRAM MANAGER:** 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	2.00	2.00	2.00	2.00
Total	$10.25	$10.75	$11.25	$11.75

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

FUND:	**DEPARTMENT:**
513 STORM DRAIN	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0740 ENTERPRISE MANAGEMENT & ADMIN.	DAVID WINSHIP

PROGRAM GOAL:

To provide cost-effective storm drainage engineering, planning, and management expertise to improve and maintain the City's existing storm drainage infrastructure. To guide developer/government funded storm drainage infrastructure projects within the City with the intent of preserving and enhancing natural drainage ways (creeks), reducing the frequency of flooding and reducing the cost and frequency of maintenance.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.73	3.23	3.18	3.18	3.18
PERSONNEL SERVICES	$381,768	$405,597	$496,283	$475,556	$475,556
MATERIALS & SERVICES	25,475	13,622	48,890	68,935	68,935
CAPITAL OUTLAY					
TRANSFERS	47,553	21,310	20,182	11,871	11,871
TOTAL	**$454,796**	**$440,529**	**$565,355**	**$556,362**	**$556,362**

Program Objectives:

Manage the spending of the City's four storm water related accounts.

- Miscellaneous Conveyances system development charge account (513-75-3915)
- Miscellaneous Quantity system development account (513-75-3916)
- Miscellaneous Quality system development account (513-75-3917)
- City's local storm drain surcharge account (a.k.a. Maintenance & Replacement program) (513-75-3950)

The storm fund engineering objectives are:

- Collaborate with Public Works Operations staff regarding the status and needs of the storm drainage system, which influence many of the following listed objectives.
- Work in partnership, as a co-implementer, with the larger Washington County Cities and Clean Water Services (CWS), to meet the requirements of the National Pollutant Discharge Elimination System Water Shed-based Waste Discharge Permit issued by the State of Oregon Department of Environmental Quality (DEQ) and add updates to the regional design and construction standards, and the regional maintenance and performance standards.
- Add updates/improvements to the storm drainage sections of the City of Beaverton's Engineering Design Manual which has enhancements to the aforementioned regional standards.
- Participate in public and private development review of the storm drainage elements of all development applications, from the pre-application stage through site development permit issuance. The objective is facilitating development and redevelopment while cost effectively implementing the regional and city's storm drainage infrastructure design standards.
- Contribute to the design of all transportation related projects (State, County, City) within the City.
- Manage the planning, design and construction of storm water projects that repair/replace/rehabilitate/enhance existing facilities or correct existing deficiencies such as, but not limited to, inadequate water quality structures (manholes and catch basins), insufficient flow control structures, pipes and structures inaccessible to maintenance equipment, undersized, deteriorated, and root filled pipes, undersized water quality/ quantity facilities, and untreated drainage basins (outfall retrofit). These projects are shown in the Capital Improvement Plan.
- Manage the planning, design, and construction of storm water projects that reduce the frequency of flooding in areas of the city near mapped and unmapped floodplains. These projects are shown in the Capital Improvement Plan
- Implement plans/policies that minimize the adverse impacts to the existing natural storm drainage system (creeks and streams) and/or improve parts of the existing manmade system (road side ditches and culverts) in the urban growth boundary expansion areas.
- Develop strategies for responding to extreme flooding in high risk transportation corridors and develop a stormwater mitigation plan to respond to extreme flooding. 2019 Climate Action Plan numbers 71 and 74 respectively.

FUND:	**DEPARTMENT:**
513 STORM DRAIN	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0734 STORM DRAIN MAINTENANCE	JESSE WILSON

Program Goal:
To provide a storm drainage and surface water collection system that protects the community from flooding and promotes water quality through regular street sweeping, periodic cleaning and inspection of storm lines, removal of debris from the stormwater system, and cultivating community awareness through creek and pond enhancement projects.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	13.65	13.50	14.50	14.50	14.50
PERSONNEL SERVICES	$1,531,711	$1,522,444	$1,812,447	$1,825,925	$1,825,925
MATERIALS & SERVICES	612,128	611,809	727,678	709,840	709,840
CAPITAL OUTLAY	708,126	71,826	413,350	72,700	72,700
TRANSFERS	1,153,247	1,273,239	1,340,098	1,445,891	1,445,891
CONTINGENCY	0	0	7,045,753	9,316,314	9,316,314
TOTAL	**$4,005,212**	**$3,479,318**	**$11,339,326**	**$13,370,670**	**$13,370,670**

STORM DRAINAGE INVENTORY SUMMARY

	FY 2017-18	FY 2018-19*	FY 2019-20	FY 2020-21
Storm Drain Conduit	1,299,925 lf	1,300,000 lf	1,314,938 lf	1,318,478 lf
Manholes	5,351	5,370	5,494	5,554
Catch Basins	7,790	7,800	8,058	8,022
Water Quality (WQ) Structures	340	344	381	382
Water Quality (WQ) Facilities	223	227	296	305
Storm Detention Pipes	153	153	164	167
Storm Water Filters	95	98	107	105
Street Sweeping (lane miles, and downtown 2X)	495 miles	495 miles	510 miles	510 miles

**See Performance Outcomes and Program Trends for explanation*

In accordance with the Code of Federal Regulations (CFR) §122.26, as a large municipal separate storm sewer system (MS4s) the City of Beaverton must obtain a National Pollutant Discharge Elimination System (NPDES) Permit. Over the years the program objectives have evolved to better measure the performance of storm system maintenance activities. This budget document reflects data reported to Clean Water Services (CWS) and the Department of Environmental Quality (DEQ).

The storm drainage maintenance crews have been gathering data during the course of regular maintenance to efficiently create an accurate database for mapping, managing and tracking maintenance activities. Pipe data is collected during video inspection using a scoring system that uniformally scores pipe condition. This aids in making sure that the entire storm system is properly maintained and functional to more efficiently provide water quality, and prevent stream erosion and flooding.

FUND: 513 STORM DRAIN	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0734 STORM DRAIN MAINTENANCE	**PROGRAM MANAGER:** JESSE WILSON

Program Objectives:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Perform maintenance services and inspections to meet regulatory requirements:				
Routine Pipeline Cleaning	216,654	219,156	219,156 / 219,510	219,746
Routine Pipeline Inspection	162,490	164,367	164,367 / 164,632	164,809
Clean sumped catch basins annually	2,928	3,008	3,008 / 3,031	3,031
Clean Water Quality (WQ) Structures	682	762	762 / 764	764
WQ Facilities Maintenance	450*	378	378**/ 366	366
Storm Detention Pipes	25*	26	26 / 26	27
Storm Water Filters Inspected Annually	95	107	107 / 106	122
Sweep curbed public streets	5,940 mi	6,120 mi	6,120 mi / 6,120 mi	6,120 mi

** Denotes change in permit requirements: WQ facilities 2 times/yr. and as needed. The number of detention pipes decreased from "inspect annually" to "clean on routine pipe schedule or as needed".*
*** This number dropped because it was counting both facilities and filters.*

Progress on FY 2019-20 Action Plan:

- As part of the *Community Vision Goal: Build Community*, the storm maintenance section worked with CWS, Friends of Trees, volunteers, and property owners on the Fanno Creek enhancement project and Barrows Meadow creek enhancement project. Both projects are large sites which were separated into multiple projects.
- As part of the *Community Vision Goal: Build Community*, staff continued the leaf removal program utilizing drop sites in or near each Neighborhood Association Committee (NAC). 4,000 cubic yards of leaves were collected this year. The City encourages citizens to donate canned goods when dropping off leaf debris. This year 5,200 pounds of food was donated to local charities.
- As part of the *Community Vision Goal: Enhance Livability*, the storm maintenance section has been working on pond rehabilitation projects: We have rehabilitated six water quality facilities and have worked with the NAC's to schedule mulching projects this spring.

FY 2020-21 Action Plan:

- As part of the *Community Vision Goal: Build Community*, the storm maintenance section will continue to work with CWS, Friends of Trees, volunteers and property owners on Fanno Creek enhancement project and performing maintenance to ensure previous years projects continue to be successful.
- As part of the *Community Vision Goal: Build Community*, The storm maintenance section will continue the leaf removal program at NAC locations around the City.
- As part of the *Community Vision Goal: Enhance Livability*, the storm maintenance section will continue to work with the Mayor's office to host four planting/mulching events within NACs. Staff will identify facilities for the next three fiscal years and will be working with the NAC's to coordinate volunteers for different phases of the projects. By getting greater involvement from the NAC's we will increase awareness, develop a sense of community, while enhancing our stormwater treatment facilities and processes.

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

FUND: 513 STORM DRAIN	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0734 STORM DRAIN MAINTENANCE	**PROGRAM MANAGER:** JESSE WILSON

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Perform maintenance services and inspections to meet regulatory requirements:				
Routine Pipeline Cleaning: amount cleaned per quarter – linear feet (LF)	54,165	54,789	54,789 / 54,800	54,900
Routine Pipeline Inspection: amount inspected per quarter - LF	40,623	41,842	41,842 / 41,158	41,202
Sumped catch basins cleaned per quarter	732	752	752 / 757	758
Clean Water Quality Structures: amount cleaned per quarter	171	191	191 / 191	194
Storm Detention Pipes: number of pipes cleaned per quarter.	9	9	9 / 9	9
Storm Water Filters: number of filters replaced	364	370	370 / 370	400
Material (tons) removed from system	500	505	500 / 495	500
Sweeping material (tons) kept out of system	760	800	800 / 896	900
WQ Facilities Rehabilitated projects:	16	10	10 / 4	6

Performance Outcomes and Program Trends:
Storm Drainage maintenance activities are designed to remove trash, dirt and sedimentary material that contain heavy metals and hydrocarbons from the system, reducing the amounts that enter local streams and ultimately the Tualatin River. The sooner you can remove the debris the more efficient the debris removal is; Last year we removed 800 tons of debris through street sweeping. Through other maintenance activities 495 tons of material was removed from storm pipes, catch basins, water quality structures and facilities.

FUND: 513 STORM DRAIN	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0739 STORM CONSTRUCTION	**PROGRAM MANAGER:** MARK OLSON

Program Goal:
Complete improvement projects and repairs to the city's storm and surface water sytem that increase system reliability and/or capacity, reduce flooding potential and include water quality enhancement elements. These projects promote city-wide beautification through replacement of the underground infrastucture.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.16	2.16	2.66	2.91	2.91
PERSONNEL SERVICES	$239,053	$240,675	$317,972	$378,410	$378,410
MATERIALS & SERVICES	92,585	108,958	168,950	124,150	124,150
CAPITAL OUTLAY	33,011	0	252,978	0	0
TRANSFERS	24,816	19,590	29,593	24,154	24,154
TOTAL	**$389,465**	**$369,223**	**$769,493**	**$526,714**	**$526,714**

Program Objective:
Complete projects and make structural repairs to improve performance of the storm and surface water drainage system. Install water quality structures that provide better filtration of surface water before it returns to open urban streams. *Continue to work with CWS by applying their guidelines to our service levels* (Community Partners).

Progress on FY 2019-20 Action Plan:
- Responded to the needs identified by the maintenance staff and engineering studies regarding deficient inlets and piping system.
- Rehabilitated catch basins, manholes and older water quality structures as identified by inspection.
- Rehabilitated 28 unsumped catch basins to have sump capacity to meet DEQ Permit requirments.
- Completed CB upgrades and underground repairs required prior to 19/20 inhouse overlay program.

The construction crew worked on smaller rehabilitation storm projects in FY 2019-20. They completed storm drain repairs to the existing system to improve function during storm events. Work is prioritized to complete work needed in advance of residential and arterial overlays.

FY 2020-21 Action Plan:
- Work with engineering to develop a 5 year plan for pipe and structural repairs identified by maintenance and the Storm Master Plan
- Rehabilitate three outfalls

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
Repairs to existing storm lines	5	9	7 / 7	7
Installation of new water quality structures	2	6	3 / 3	3
Catch basin retrofits	28	28	28 / 28	28
Number of structure repairs per year	5	5	5 / 5	5
Rehabilitation projects	18	35	30 / 25	25

Performance Outcomes and Program Trends:
This program involves routine construction to rehabilitate, repair, and replace deficient or failing catch basins. Perform maintenance repairs as recommended by storm maintenance video inspection. Perform small projects as identified. Respond during wet weather events.

FUND:	DEPARTMENT:
513 STORM DRAIN	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
3XXX STORM DRAIN PROJECTS	DAVID WINSHIP

For a complete narrative of the budget process for Storm Drainage Construction Projects, refer to pages 70 - 72. The listing of projects and the funding sources can be found on page 435.

Progress FY 2019-20 Action Plan:

CIP Projects

- 3410 Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) - Associated Storm conduit R&R work →Completed design, completed construction
- 4154 Cooper Mountain Utility Master plan, Storm (UGB Expansion Area) →Started multi-year process in March 2020. Project will coordinate with CIP 8101activity
- 6095 Sellwood Subdivision utility repairs prior to AC overlay →Complete design, complete construction
- 8098 Dover Area (South) Utility Rehabilitation and Replacement →Continue design
- 8101 Storm Drainage Master Plan →Started 18-month process in February 2020
- 8119 141th Ave (Millikan Way to Vernier Driveway) Storm Conveyance Pipe and stormwater outfall to Beaverton Creek Retrofit → Completed construction
- 8122 Major Storm Pipe Rehab Project (annual recurring work item) →Repaired existing pipe in 10 locations to allow the rehabilitation. Completed plans and bid documents, design and construction for this ongoing multi-year program
- 8132 Small Works Drainage projects (includes activities such as debris screen replacements, minor roadway drainage enhancements, etc.) → Continued design and construction
- 8135 4140 SW Watson Ave Stormwater Outfall to Beaverton Creek Retrofit →Completed design and started construction of the off-street vaults portion of the project. Right of way portion of project delayed due to water, sanitary sewer, and transportation project issues.

FY 2020-21 Action Plan:

CIP Projects

- 4154 Cooper Mountain Utility Master plan, Storm (UGB Expansion Area) →Continue plan preparation process in conjunction with CIP 8101
- 6006 Erickson Trunk Sewer Upsizing (5th St - Allen Blvd), CWS R110 (Minor storm drainage enhancements) → Complete design, completed construction
- 8098A Utility Replacements at Dover Ln Near Oleson Rd (Dover South) →Start construction
- 8098B Utility Replacements at Dover Ln Near Oleson Rd (Dover North) →Complete design, Construction anticipated in FY2021-2022
- 8101 Storm Drainage Master Plan →Continue the master plan development
- 8102 Storm Drainage Repair on Overlay Streets (such a point repairs and structure rehab)→Continue design and construction for this ongoing multi-year program. Construction via City Operations staff.
- 8122 Major Storm Pipe Rehab Project (annual recurring work item)→Continue design and construction for this ongoing multi-year program. Construction via public words contractors
- 8123 Existing Stormwater Pond Capacity Expansion. One pond expansion is anticipated →Work with PW Operations to complete
- 8132 Small Works Drainage Projects (includes activities such as debris screen replacements, minor roadway drainage enhancements, etc.) →Continue to be responsive in the design and construction needs
- 8135A 11750 SW Beaverton Hillsdale Hwy Stormwater Outfall to Beaverton Creek Retrofit → Bring plans to 90% design. Start the search for project construction funding.
- 8135B 4140 SW Watson Ave Stormwater Outfall to Beaverton Creek Retrofit →Complete the second phase of the design. This will involve the construction of approximately 520 feet of storm drain pipe after the relocation/reconstruction of a sanitary sewer force main to allow for proper replacement of approximately 650 feet of existing eight-inch water line with a new 12-inch water line. In addition, the proposed reconfiguration of the Watson/Millikan intersection will be determined. Construction anticipated in FY2021-2022

City of Beaverton
CIP Financial Plan - Storm
FY 2020-21 Adopted

Fund #	Acct #	CIP #	Project Name	Funding Source						
				Anticipated ENTIRE Project Total	Conveyance/Extra Capacity	Stormwater Quantity	Stormwater Quality	Surcharge	Grants, IGA	Funding Total
Storm Capital Improvement Projects:										
513	3915	4154	Cooper Mtn Utility Master Plan (Storm)	80,000	106,000					106,000
513	3915	8101	Stormwater Drainge Master Plan	600,000	312,500					312,500
513	3915	8132	Small Works Drainage Projects (annual recurring work item)		35,000					35,000
										-
			Total - 3915 Misc Conveyance/Extra Cap		**453,500**	-	-	-	-	**453,500**
513	3916	8123	Existing Stormwater Pond capacity expansion at TBD (annual recurring work item)	~30,000/yr		30,000				30,000
513	3916	8132	Small Works Drainage Projects (annual recurring work item)			5,000				5,000
			Total - 3916 Storm Quantity Projects		-	**35,000**	-	-	-	**35,000**
513	3917	8135B	4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit				50,000			50,000
513	3917	8101	Stormwater Drainge Master Plan				10,000			10,000
			Total - 3917 Storm Quality Projects		-	-	**60,000**	-	-	**60,000**
513	3950	6006	Erickson Trunk Sewer Upsizing (5th St - Allen Blvd), CWS R110 (Minor storm drainage enhancements)					30,000		30,000
513	3950	8098A	Utility Replacements at Dover Ln Near Oleson Rd (Dover South)	500,000				305,000		305,000
513	3950	8098B	Utility Replacements at Dover Ln Near Oleson Rd (Dover North)	500,000				30,000		30,000
513	3950	8102	Storm Drainage Repair on Overlay Streets (such a point repairs and structure rehab)					10,000		10,000
513	3950	8122	Major Storm Pipe Rehab Project (annual recurring work item)	15,000,000				1,020,000		1,020,000
513	3950	8135A	11750 SW Beaverton Hillsdale Hwy Stormwater Outfall to Beaverton Creek Retrofit					31,000		31,000
513	3950	8135B	4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit	2,500,000				231,000		231,000
513	3950	8132	Small Works Drainage Projects (annual recurring work item)					165,000		165,000
								-		-
								-		-
			Total - 3950 Maintenance & Replacement		-	-	-	**1,822,000**	-	**1,822,000**
			Totals =>		**453,500**	**35,000**	**60,000**	**1,822,000**	-	**2,370,500**

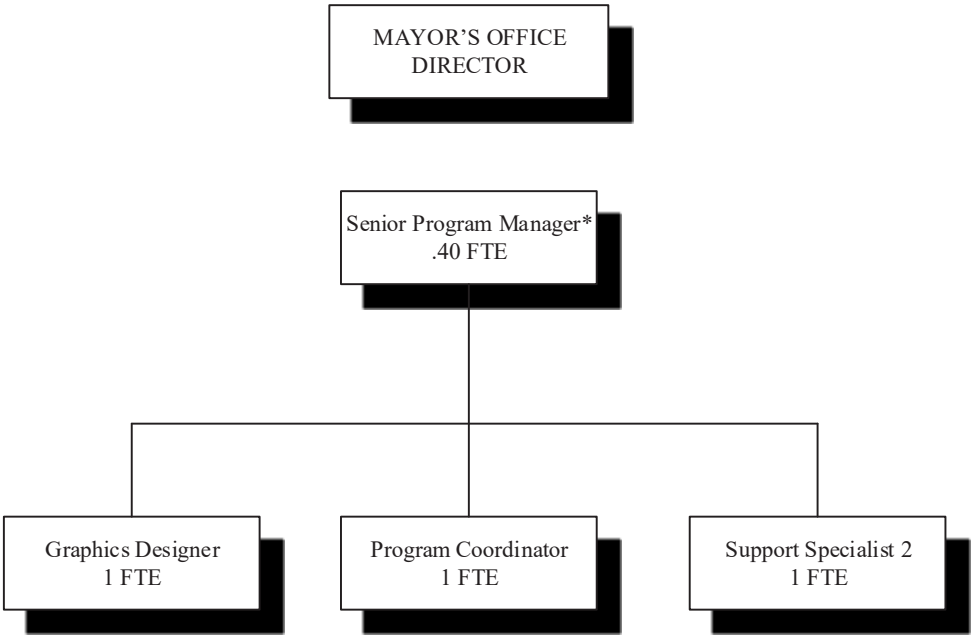
Reprographics Fund

- Reprographic Services

Beaverton
OREGON

Reprographics Fund

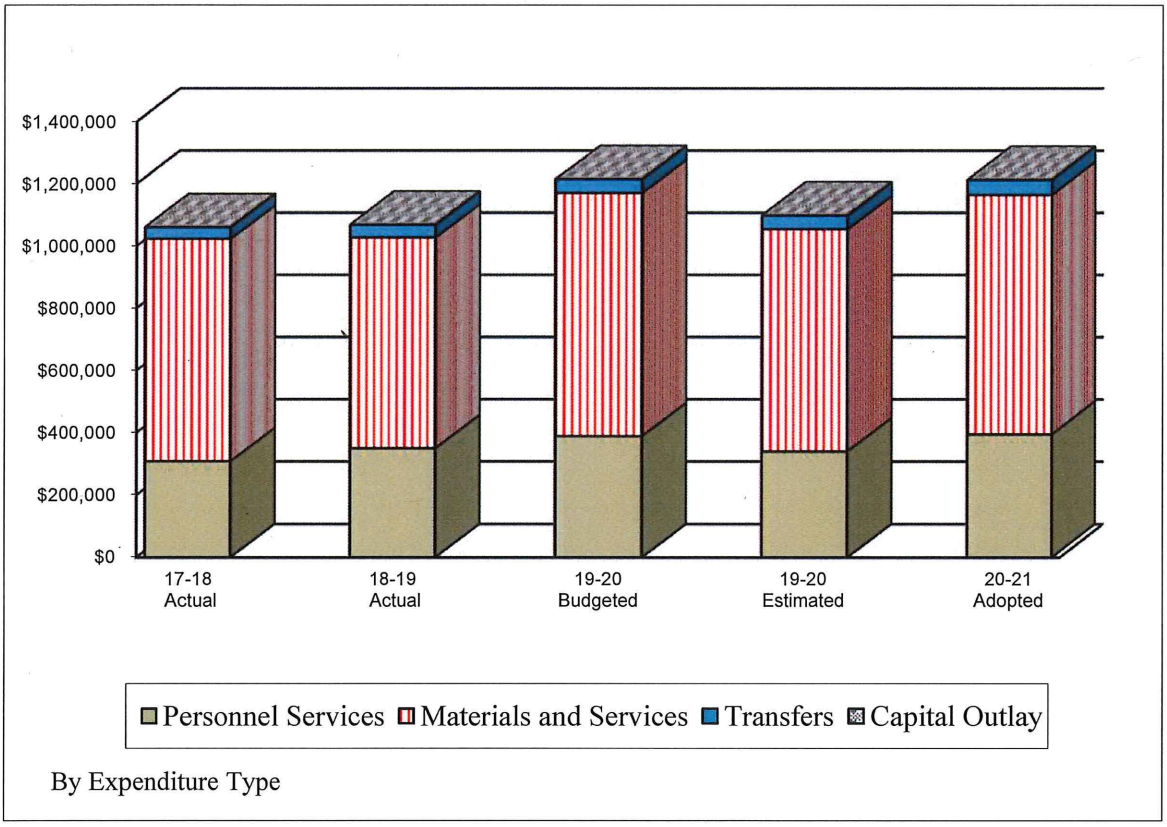
FY 2020-21 BUDGETED POSITIONS



* *.60 FTE funded in General Fund – Mayor's Program*

REPROGRAPHICS FUND

ADOPTED FY 2020-21



By Expenditure Type

REPROGRAPHICS FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$1,892	$2,201	$3,000	$4,000	$2,100
Miscellaneous	900,522	313	0	0	0
Sub Total Revenues	$902,414	$2,514	$3,000	$4,000	$2,100
Expenditures:					
Personnel services	$308,177	$350,021	$388,861	$340,312	$394,561
Materials & services	714,651	677,332	781,725	713,669	769,825
Capital outlay	0	0	0	0	0
Sub Total Expenditures	$1,022,828	$1,027,353	$1,170,586	$1,053,981	$1,164,386
Revenues Over/Under Expenditures	($120,414)	($1,024,839)	($1,167,586)	($1,049,981)	($1,162,286)
Other financing sources (uses):					
Transfers in	$160,204	$1,104,811	$1,100,955	$1,100,955	$1,153,840
Transfers out	(37,244)	(40,960)	(44,276)	(44,276)	(48,409)
Total Other Financing Sources (Uses):	$122,960	$1,063,851	$1,056,679	$1,056,679	$1,105,431
Net Change in Fund Balance	$2,546	$39,012	($110,907)	$6,698	($56,855)
Fund Balance/Working Capital Beginning of Year	102,561	105,107	144,119	144,119	150,817
Fund Balance (Contingency)/Working Capital End of Year	$105,107	$144,119	$33,212	$150,817	$93,962

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses in contingency on a budgetary basis and 8% on an actual basis. The fund's contingency is $93,962 which is 8% of operating expenditures.

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.40	3.40	3.40	3.40	3.40
PERSONNEL SERVICES	$308,177	$350,021	$388,861	$394,561	$394,561
MATERIALS & SERVICES	714,651	677,332	781,725	769,825	769,825
CAPITAL OUTLAY					
TRANSFERS	37,244	40,960	44,276	48,409	48,409
CONTINGENCY	0	0	33,212	93,962	93,962
TOTAL	**$1,060,072**	**$1,068,313**	**$1,248,074**	**$1,306,757**	**$1,306,757**

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

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

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

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

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

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

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

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

Program Objectives:

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

Reprographics supports the Beaverton Community Vision in the following areas:

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

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

Performance Outcomes and Program Trends:

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

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

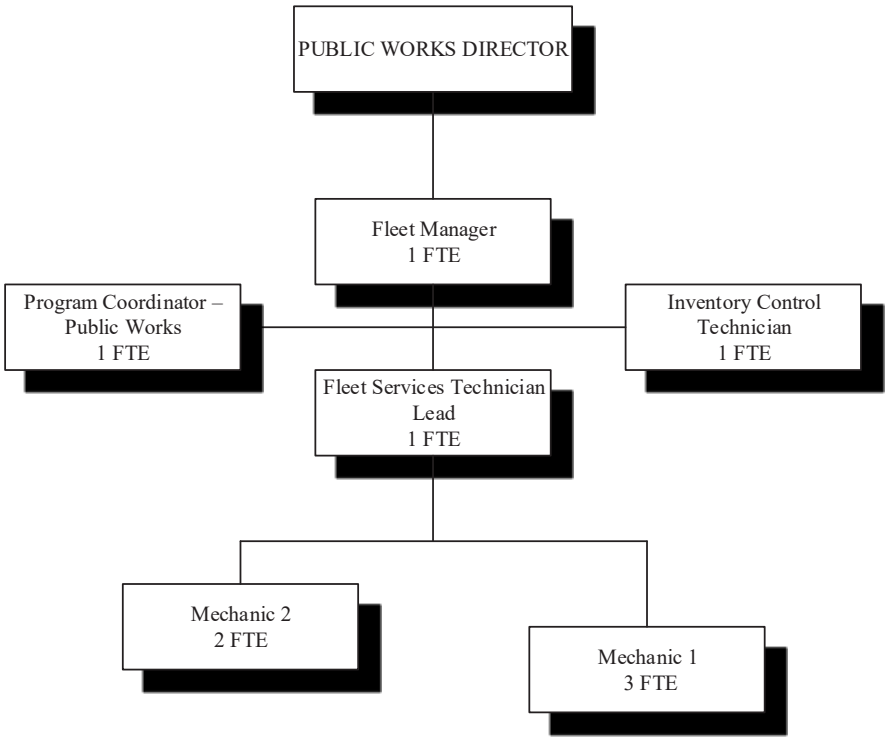
Garage Fund

- Fleet Maintenance

Beaverton
OREGON

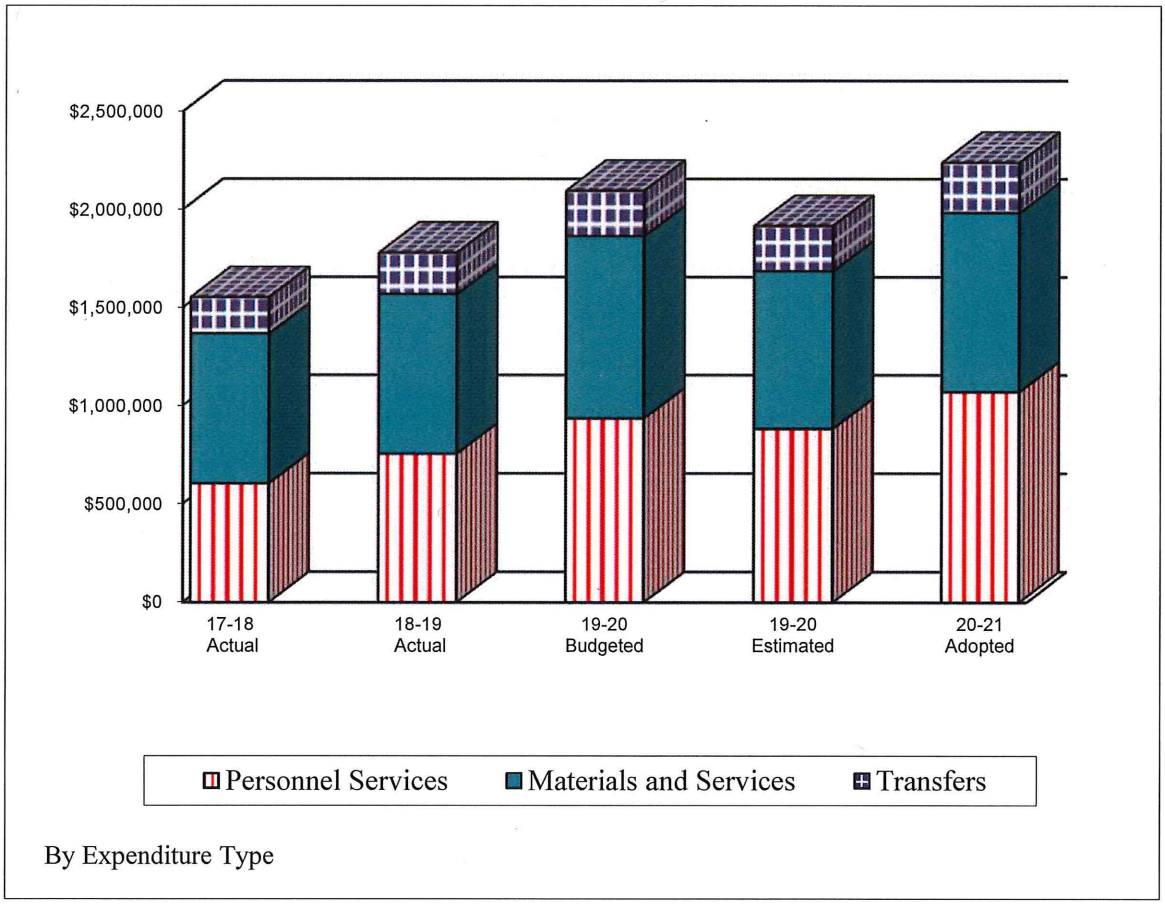
Garage Fund

FY 2020-21 BUDGETED POSITIONS



GARAGE FUND

ADOPTED FY 2020-21



By Expenditure Type

GARAGE FUND
SUMMARY OF REVENUES AND EXPENDITURES AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$2,085	$1,422	$3,900	$4,200	$2,100
Miscellaneous	42,587	13,576	100	21,110	0
Sub Total Revenues	$44,672	$14,998	$4,000	$25,310	$2,100
Expenditures:					
Personnel services	$602,853	$754,310	$934,800	$881,428	$1,069,588
Materials & services	764,897	813,593	928,944	803,690	914,247
Capital outlay	0	49,765	0	0	91,000
Sub Total Expenditures	$1,367,750	$1,617,668	$1,863,744	$1,685,118	$2,074,835
Revenues Over/Under Expenditures	($1,323,078)	($1,602,670)	($1,859,744)	($1,659,808)	($2,072,735)
Other financing sources (uses):					
Transfers in	$1,568,065	$1,931,029	$1,865,479	$1,865,479	$2,153,789
Transfers out	(183,223)	(209,478)	(230,104)	(230,104)	(254,127)
Total Other Financing Sources (Uses):	$1,384,842	$1,721,551	$1,635,375	$1,635,375	$1,899,662
Net Change in Fund Balance	$61,764	$118,881	($224,369)	($24,433)	($173,073)
Fund Balance/Working Capital Beginning of Year	103,315	165,079	283,960	283,960	259,527
Fund Balance (Contingency)/Working Capital End of Year	$165,079	$283,960	$59,591	$259,527	$86,454

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses in contingency on a budgetary basis and 8% on an actual basis. The fund's contingency is $86,454 which is 4.17% of operating expenditures.

FUND:	DEPARTMENT:
602 GARAGE	PUBLIC WORKS
	DEPARTMENT HEAD: CHAD LYNN

MISSION STATEMENT:

To provide high quality and efficient vehicle maintenance, repair and procurement services for the City's fleet of vehicles. Establish and achieve high standards for vehicle reliability, appearance, longevity and performance.

The primary source of revenue is inter-fund charges for maintenance and upkeep of vehicles and equipment.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.00	8.00	8.00	9.00	9.00
PERSONNEL SERVICES	$602,853	$754,310	$934,800	$1,069,588	$1,069,588
MATERIALS & SERVICES	764,897	813,593	928,944	914,247	914,247
CAPITAL OUTLAY	0	49,765	0	91,000	91,000
TRANSFERS	183,223	209,478	230,104	254,127	254,127
CONTINGENCY	0	0	59,591	86,454	86,454
TOTAL	**$1,550,973**	**$1,827,146**	**$2,153,439**	**$2,415,416**	**$2,415,416**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$103,315	$165,079	$283,960	$259,527	$259,527
Miscellaneous Revenues	44,670	14,997	4,000	2,100	2,100
Operating Transfers	1,568,065	1,931,029	1,865,479	2,153,789	2,153,789

FUND: 602 GARAGE	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0762 FLEET MAINTENANCE	**PROGRAM MANAGER:** MIKE STERLE

Program Goal:
To provide a safe and reliable fleet of vehicles for use by city employees through the use of a comprehensive preventive maintenance program. Provide specialized support to fleet vehicle users when necessary to assure that well designed and properly equipped vehicles are regularly available for use. Convert the city's vehicle fleet to utilize a combination of renewable and domestically produced fuels (Propane auto gas, Renewable-diesel, Electric, and Electric Hybrid).

Program Objective:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Number of Fleet Vehicles Maintained	218	222	220 / 221	227
Number of Equipment Units Maintained (Includes Off Highway, Trailers, Attachments, Vehicles over 26,000 GVWR)	133	132	135 / 140	145
Number of Small Equipment Units Maintained (Includes all 900 series numbered assets, Non- roadable) (New Measure)	195	213	213 / 221	229
Number of Vehicles Requiring DEQ Inspection	203	206	207 / 204	210
Labor Hours For Unscheduled Repairs	1,178	1,302	1,350 / 1,370	1,400

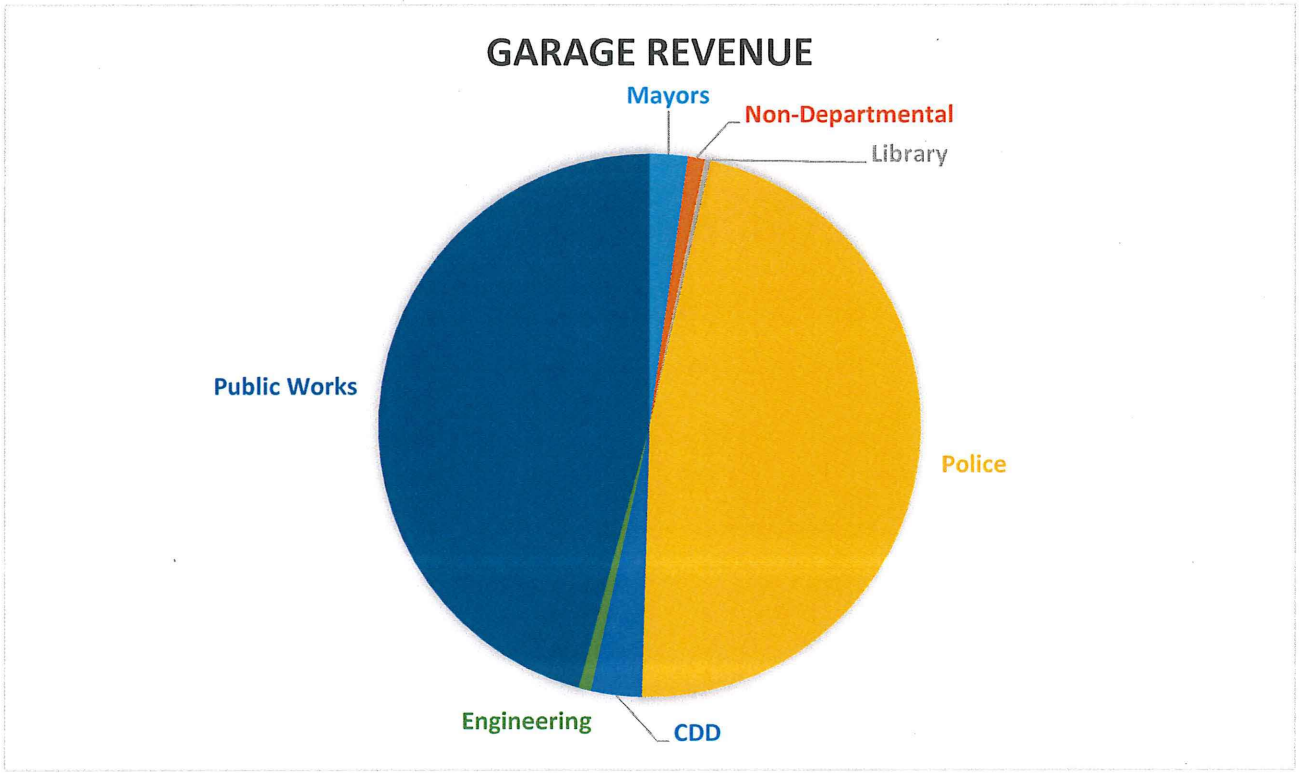
Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Number of Fleet Vehicles/Equipment per Mechanic	87.7	86.7	87.5 / 90.2	93.0
Number of DEQ Inspections Completed (Discontinued Measure)	67	83	61 / 58	N/A
Total Number of Jobs Completed from all Work Orders	5,190	4,342	5,150 / 5,842	5,950
Average Number of Work Orders per Vehicles / Equipment	15.2	12.5	14.7 / 16.2	16.0
Average Number of Preventative Maintenance Services Performed	1,240	966	1,500 / 812	1,200
Number Of Hybrid/Electric Vehicles/ Equipment (New Measure)			19	35

FUND: 602 GARAGE	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0762 FLEET MAINTENANCE	**PROGRAM MANAGER:** MIKE STERLE

Performance Outcomes and Program Trends:
Achieve high levels of vehicle performance and reliability with the intent to eliminate unscheduled vehicle and equipment out-of-service time due to problems that can be anticipated. Establish a fleet profile that maintains an effective balance of newer vehicles requiring limited repairs and older vehicles with higher maintenance costs. The number of FTE is not keeping pace with the increasing size and complexity of the fleet, which may cause issues in the future. Use of the new fleet maintenance software will increase data analysis abilities and hopefully identify efficiency and effectiveness improvements.

The Fleet Maintenance program is funded by inter-fund transfers. The transfers are based on the number of vehicles supported and fuel used. The largest sources of transfers are the Police Department, Street Maintenance, Sewer System Maintenance and Storm Drainage Maintenance.

Garage Fund revenue by department:



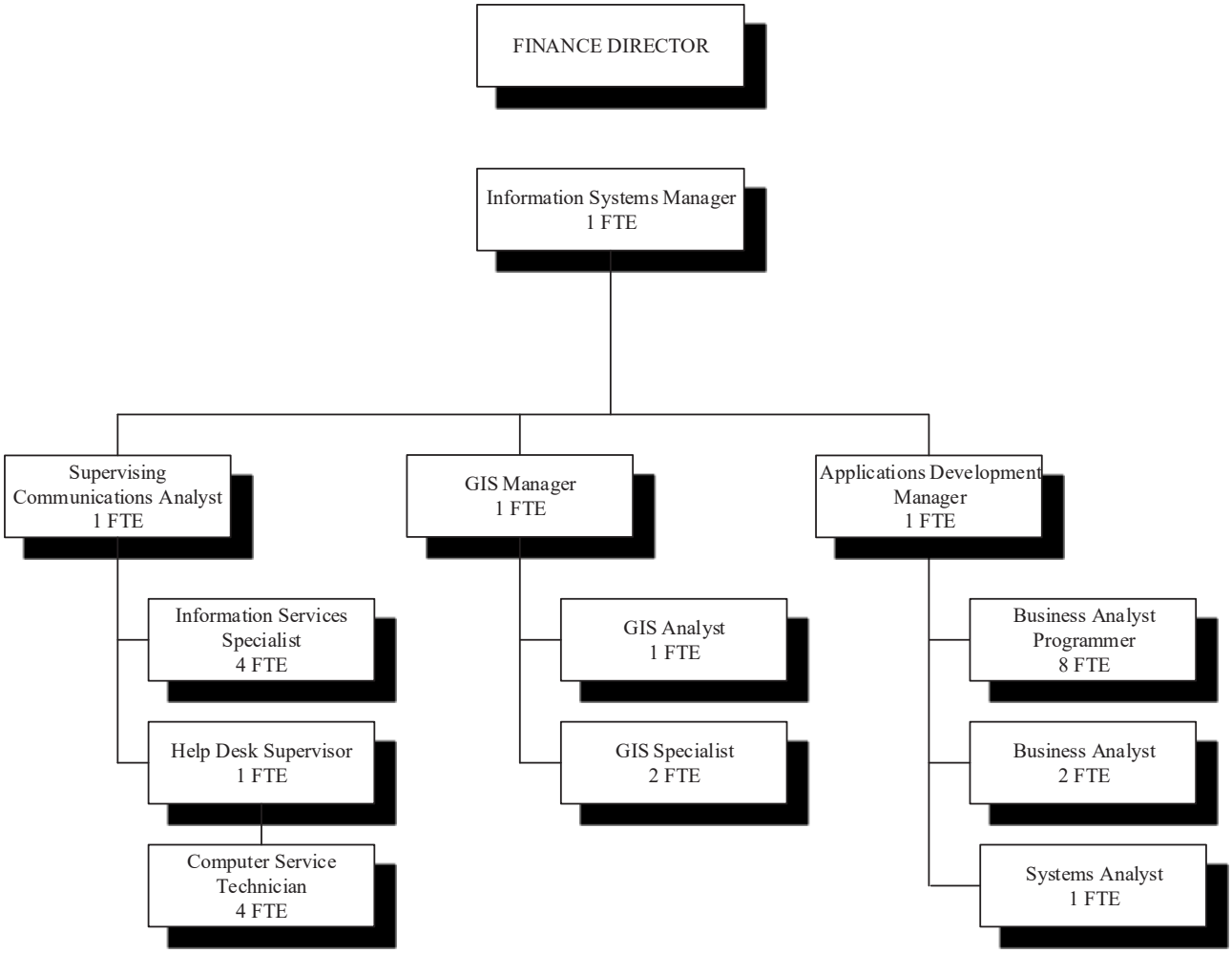
Information Systems Fund

- GIS Services
- Systems & Programming
- System Operations
- New Projects

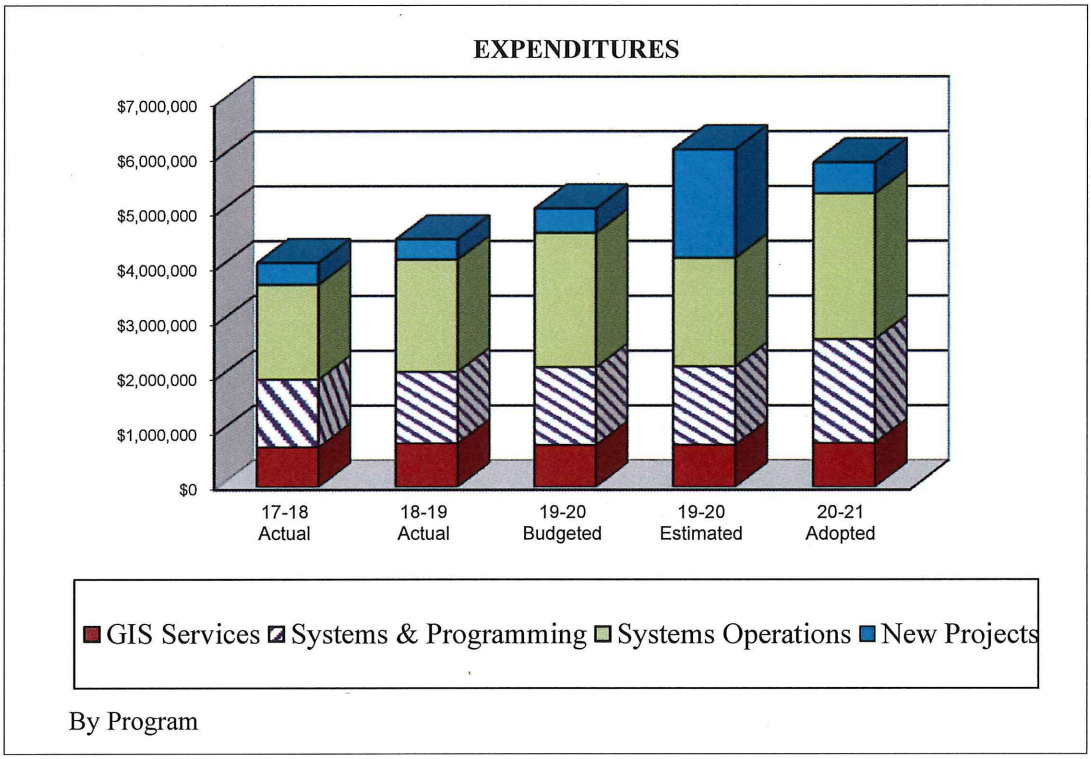
Beaverton
OREGON

Information Systems Fund

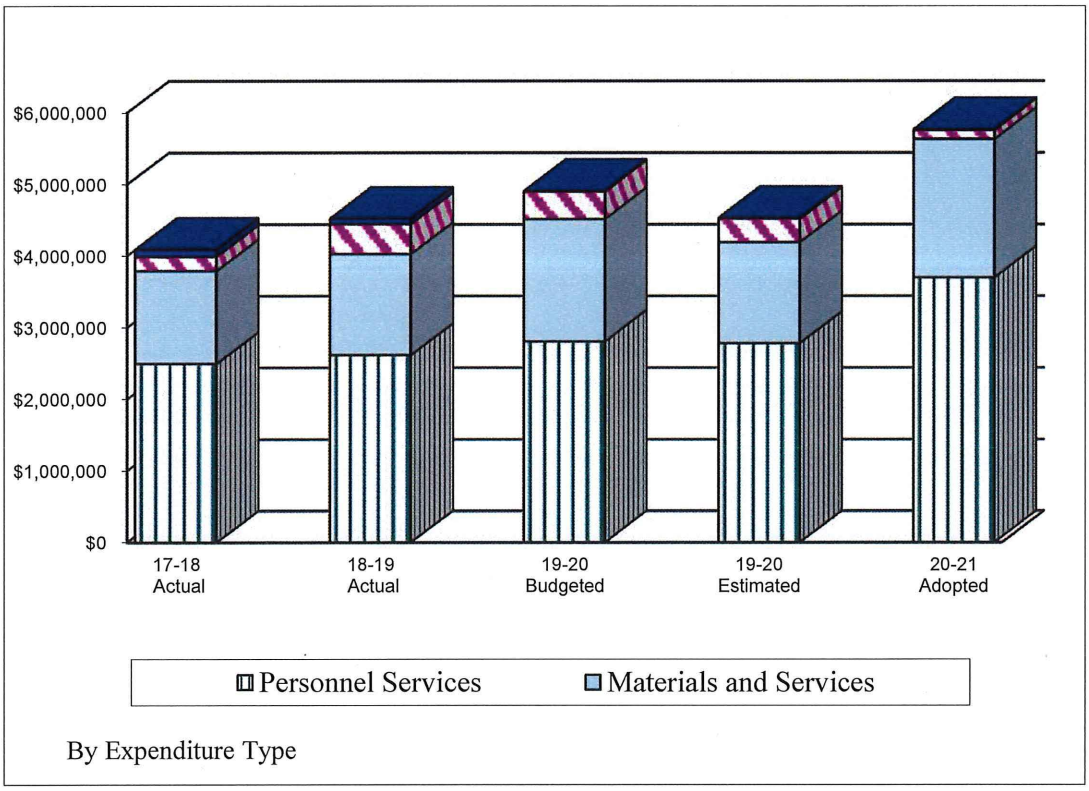
FY 2020-21 BUDGETED POSITIONS



INFORMATION SYSTEMS FUND
ADOPTED FY 2020-21



By Program



By Expenditure Type

INFORMATION SYSTEMS FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$9,271	$15,275	$15,500	$15,500	$9,000
Intergovernmental revenue	261,249	308,218	159,160	230,697	0
Miscellaneous	9,503	5,725	0	0	0
Sub Total Revenues	$280,023	$329,218	$174,660	$246,197	$9,000
Expenditures:					
Personnel services	$2,247,303	$3,011,230	$3,301,958	$3,282,744	$3,698,486
Materials & services	1,277,533	1,409,723	1,709,148	1,407,867	1,932,724
Capital outlay	198,075	418,378	379,744	325,000	121,621
Sub Total Expenditures	$3,722,911	$4,839,331	$5,390,850	$5,015,611	$5,752,831
Revenues Over/Under Expenditures	($3,442,888)	($4,510,113)	($5,216,190)	($4,769,414)	($5,743,831)
Other financing sources (uses):					
Transfers in	$3,434,142	$4,598,195	$4,910,324	$4,910,324	$5,288,896
Transfers out	(8,112)	(10,315)	(12,134)	(12,134)	(11,765)
Total Other Financing Sources (Uses):	$3,426,030	$4,587,880	$4,898,190	$4,898,190	$5,277,131
Net Change in Fund Balance	($16,858)	$77,767	($318,000)	$128,776	($466,700)
Fund Balance/Working Capital Beginning of Year	431,147	414,289	492,056	492,056	620,832
Fund Balance (Contingency)/Working Capital End of Year	$414,289	$492,056	$174,056	$620,832	$154,132

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses on a budgetary basis and 8% on an actual basis. The fund's contingency is $154,132 which is 2.68% of operating expenses.

FUND:	DEPARTMENT:
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
	DEPARTMENT HEAD: 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	27.00
PERSONNEL SERVICES	$2,532,804	$2,654,892	$3,301,958	$3,389,684	$3,698,486
MATERIALS & SERVICES	1,260,445	1,372,268	1,709,148	1,927,624	1,932,724
CAPITAL OUTLAY	198,075	418,378	379,744	121,621	121,621
TRANSFERS	97,500	74,331	12,134	11,765	11,765
CONTINGENCY	0	0	114,056	99,997	94,132
RESERVE	0	0	60,000	60,000	60,000
TOTAL	**$4,088,824**	**$4,519,869**	**$5,577,040**	**$5,610,691**	**$5,918,728**

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	$620,832
Intergovernmental Revenue	261,249	308,218	159,160	0	0
Miscellaneous Revenues	21,539	21,001	15,500	9,000	9,000
Transfers from Other Funds	4,143,921	4,598,195	4,910,324	4,980,859	5,288,896

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

FUND:	DEPARTMENT:
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
PROGRAM:	**PROGRAM MANAGER:**
0678 GIS SERVICES	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	5.00
PERSONNEL SERVICES	$617,191	$648,797	$684,851	$714,279	$714,279
MATERIALS & SERVICES	18,628	83,197	77,734	88,134	88,134
TRANSFERS	89,388	66,019	2,202	1,742	1,742
CONTINGENCY					
TOTAL	**$725,207**	**$798,013**	**$764,787**	**$804,155**	**$804,155**

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

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0678 GIS SERVICES	PROGRAM MANAGER: 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 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
Demand Measure:				
# of GIS service requests processed	307	372	300 / 312	310
# of AMS requests processed Asset management system	898	638	510 / 734	750
Efficiency Measure: % 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
Effectiveness Measure:				
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.

FUND:	DEPARTMENT:
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
PROGRAM:	**PROGRAM MANAGER:**
0711 SYSTEMS AND PROGRAMMING	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	13.00
PERSONNEL SERVICES	$1,226,900	$1,287,208	$1,378,695	$1,654,087	$1,855,637
MATERIALS & SERVICES	11,852	18,557	42,840	33,660	37,060
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	**$1,238,752**	**$1,305,765**	**$1,421,535**	**$1,687,747**	**$1,892,697**

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)

FUND:	DEPARTMENT:
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
PROGRAM:	**PROGRAM MANAGER:**
0711 SYSTEMS AND PROGRAMMING	TAYLOR HOLLANDSWORTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
Demand Measures:				
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
Effectiveness Measures:				
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.

FUND:	**DEPARTMENT:**
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
PROGRAM:	**PROGRAM MANAGER:**
0711 SYSTEMS AND PROGRAMMING	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.

FUND:	**DEPARTMENT:**
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
PROGRAM:	**PROGRAM MANAGER:**
0712 OPERATIONS	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	9.00
PERSONNEL SERVICES	$688,713	$718,887	$800,280	$1,021,318	$1,128,570
MATERIALS & SERVICES	835,020	907,828	1,095,590	1,249,740	1,251,440
CAPITAL OUTLAY	198,075	409,886	369,744	111,621	111,621
TRANSFERS	8,112	8,312	9,932	10,023	10,023
CONTINGENCY	0	0	114,056	99,997	94,132
RESERVE	0	0	60,000	60,000	60,000
TOTAL	**$1,729,920**	**$2,044,913**	**$2,449,602**	**$2,552,699**	**$2,655,786**

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)

FUND: 603 INFORMATION SYSTEMS	**DEPARTMENT:** INFORMATION SYSTEMS
PROGRAM: 0712 OPERATIONS	**PROGRAM MANAGER:** TAYLOR HOLLANDSWORTH

FY 2020-21 Action Plan:

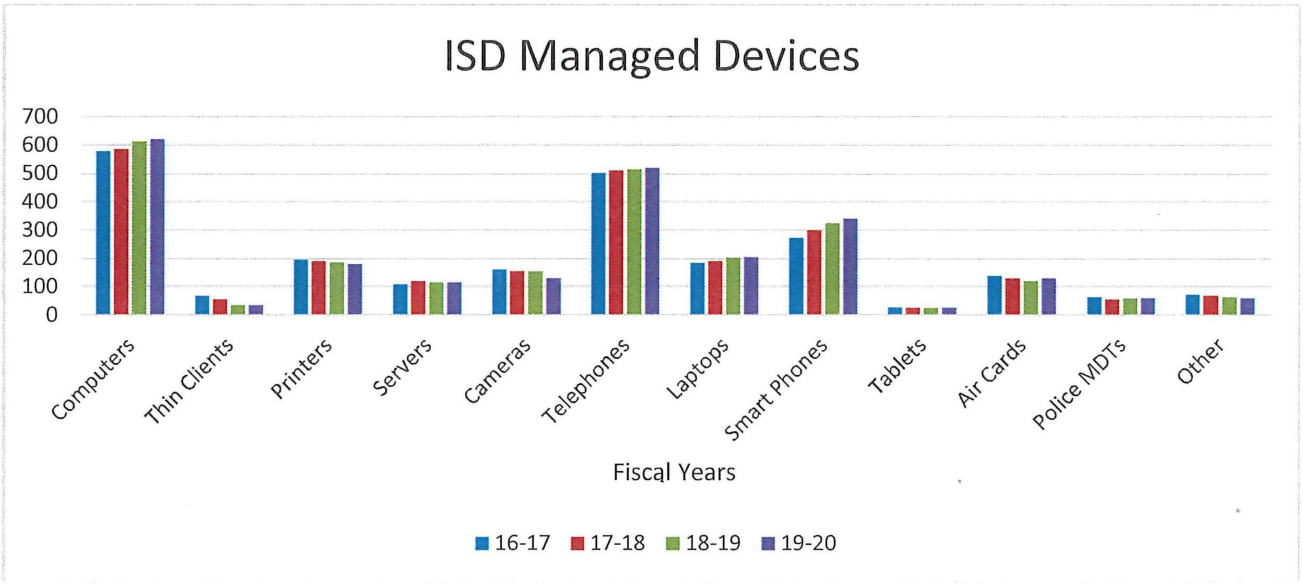
- Continued replacement of City Phone System
- Public Works WiFi build out (CP2)
- BPD Office 365 rollout
- Microsoft Azure VPN
- Azure Storage Server (Sewer Video)
- Netmotion expansion (BPD smart phones)
- Apache Guacamole pilot for remote application access

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Demand Measures:				
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	55	58	60 / 68	70
Total Devices	2,383	2,395	2,420 / 2,482	2,525
Workload Measures:				
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
Effectiveness Measures				
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

FUND: 603 INFORMATION SYSTEMS	**DEPARTMENT:** INFORMATION SYSTEMS
PROGRAM: 0712 OPERATIONS	**PROGRAM MANAGER:** 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.

FUND:	**DEPARTMENT:**
603 INFORMATION SYSTEMS	INFORMATION SYSTEMS
PROGRAM:	**PROGRAM MANAGER:**
0713 NEW PROJECTS	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	$556,090
CAPITAL OUTLAY	0	8,492	10,000	10,000	10,000
TRANSFERS					
TOTAL	**$394,945**	**$371,178**	**$445,290**	**$566,090**	**$566,090**

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).

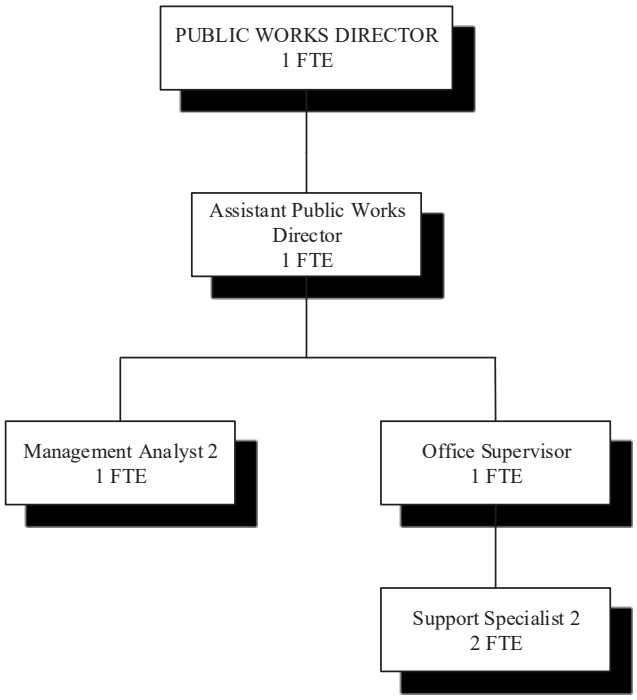
Public Works Administration Fund

- Management Services

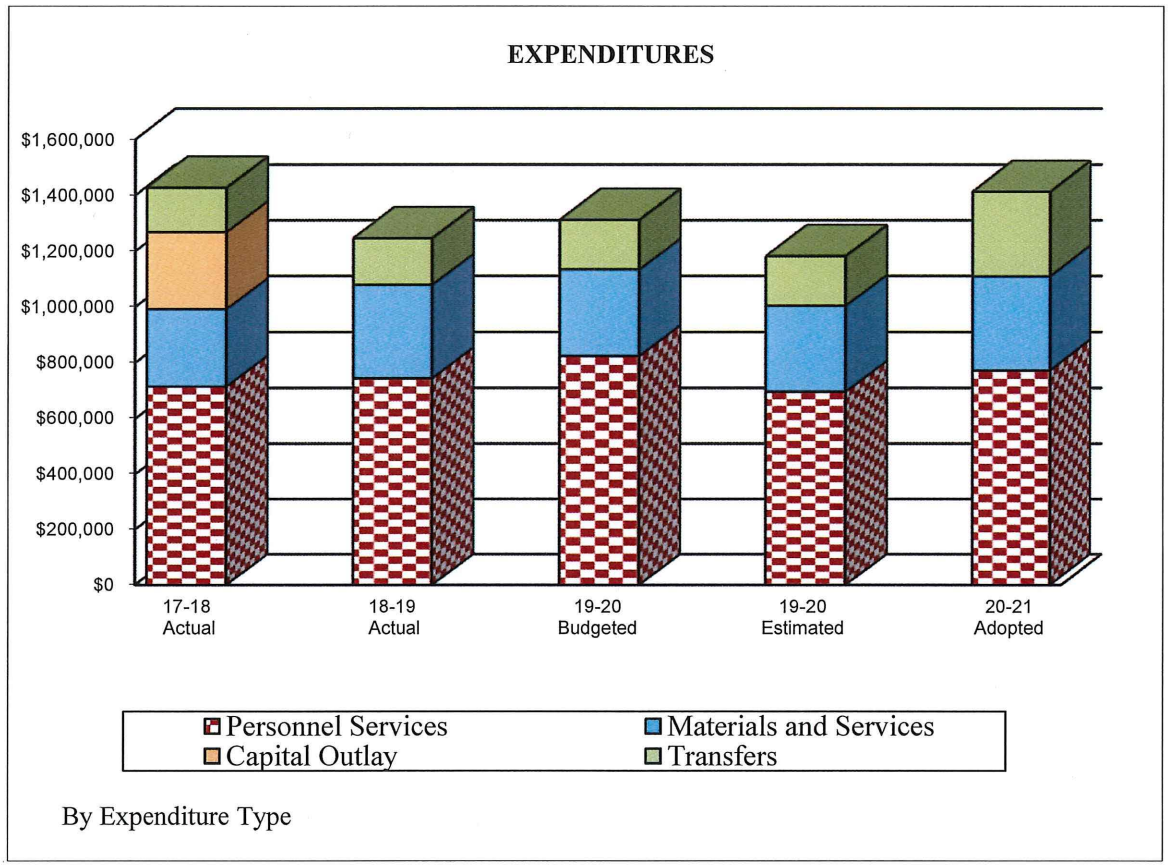
Beaverton
OREGON

Public Works Administration Fund

FY 2020-21 BUDGETED POSITIONS



PUBLIC WORKS ADMINISTRATION FUND
ADOPTED FY 2020-21



By Expenditure Type

PUBLIC WORKS ADMINISTRATION FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$2,137	$3,761	$3,700	$6,300	$3,100
Intergovernmental revenue	0	0	0	0	0
Miscellaneous	173,718	2,788	0	2,298	0
Sub Total Revenues	$175,855	$6,549	$3,700	$8,598	$3,100
Expenditures:					
Personnel services	$715,162	$744,474	$824,477	$696,751	$772,985
Materials & services	277,645	335,144	310,263	307,995	337,119
Capital outlay	275,964	0	0	0	0
Sub Total Expenditures	$1,268,771	$1,079,618	$1,134,740	$1,004,746	$1,110,104
Revenues Over/Under Expenditures	($1,092,916)	($1,073,069)	($1,131,040)	($996,148)	($1,107,004)
Other financing sources (uses):					
Transfers in	$1,211,443	$1,298,706	$1,185,357	$1,185,357	$1,314,498
Transfers out	(158,544)	(166,517)	(177,255)	(177,255)	(302,105)
Total Other Financing Sources (Uses):	$1,052,899	$1,132,189	$1,008,102	$1,008,102	$1,012,393
Net Change in Fund Balance	($40,017)	$59,120	($122,938)	$11,954	($94,611)
Fund Balance/Working Capital Beginning of Year	135,986	95,970	155,091	155,091	167,045
Fund Balance (Contingency)/Working Capital End of Year	$95,970	$155,091	$32,153	$167,045	$72,434

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses on a budgetary basis and 8% on an actual basis. The fund's contingency totals $72,434 which is 6.52% of operating expenses.

FUND:	DEPARTMENT:
605 PUBLIC WORKS ADMINISTRATION	PUBLIC WORKS
	DEPARTMENT HEAD: CHAD LYNN

MISSION STATEMENT:
Provide leadership and support to the Public Works Department as well as promote department, citywide, and City Council Goals. Cultivate and maintain strong partnerships with all city departments, intergovernmental organizations, and community groups to deliver high quality services.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.00	6.00	6.00	6.00	6.00
PERSONNEL SERVICES	$715,162	$744,474	$824,477	$772,985	$772,985
MATERIALS & SERVICES	277,645	335,144	310,263	337,119	337,119
CAPITAL OUTLAY	275,964	0	0	0	0
TRANSFERS	158,544	166,517	177,255	302,105	302,105
CONTINGENCY	0	0	32,153	72,434	72,434
TOTAL	**$1,427,315**	**$1,246,135**	**$1,344,148**	**$1,484,643**	**$1,484,643**

Funding Sources	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$135,986	$95,970	$155,091	$167,045	$167,045
Miscellaneous Revenue	175,855	6,550	3,700	3,100	3,100
Public Works Management:					
General Fund	184,263	166,888	151,616	162,466	162,466
Street Fund	255,059	274,274	284,899	312,673	312,673
Water Fund	249,697	314,361	261,881	295,393	295,393
Sewer Fund	134,074	145,641	140,175	153,900	153,900
Garage Fund	86,072	106,201	110,266	132,927	132,927
Street Lighting Fund	32,994	37,310	0	0	0
Storm Drain Fund	269,284	254,031	236,520	257,139	257,139

Services and Trends:

The Public Works Administrative team consists of various support services and leadership for the entire department. Staff acts as generalists in all areas of Public Works and assist in a wide range duties. These include, but are not limited to:

- Direction and leadership of the Department
- Cultivating relationships with outside organizations
- Facilitate coordination with other City departments
- Field and dispatch all notification received by Public Works
- Support during emergency events
- Processing invoices
- Community service facilitation
- Department wide analytical support
- Support water conservation efforts
- Organize walk through reports

FUND:	**DEPARTMENT:**
605 PUBLIC WORKS ADMINISTRATION	PUBLIC WORKS
PROGRAM:	**PROGRAM MANAGER:**
0681 MANAGEMENT SERVICES	TERI CUNNINGHAM

Program Goal:
The Managements Services in the only program within the Administrative Fund. The goal of this program is to provide positive outcomes that meet both the needs of residents and staff. Additionally, staff strive to promote a positive environment for all Public Works staff, City staff, and all who interact with the department.

Values
Accountable – We will take ownership of the decisions that we make and be held accountable to the highest standards to ensure that the services we provide are to the best of our ability.

Equitable – We will strive to be fair to all residents and employees within the City of Beaverton and that each is given an equal opportunity to succeed.

Diversity – We will respect all people regardless of their background as well as try to learn from those of different from ourselves while providing our own unique perspectives.

Financially Prudent – We will be fiscally responsible with the funds that we manage and be cognizant that the dollars we spend are those of taxpayers who have entrusted us to provide them with essential municipal services.

Solutions Oriented – We will embrace problems and develop alternatives to complex situations in a spirit that balances the need to maintain our standards with supporting the economic health and vitality of the community.

Technology Driven – We will fully utilize technology to the best of our ability to capitalize on cost saving measures, responsiveness, and transparency.

Training - We support a culture of continuous learning and professional development. We focus on the future through succession planning and focused leadership development

Partnership – We find ways to develop positive relationships and open communication with other governmental entities who impact the quality of life of Beaverton residents and businesses.

Program Objective:
Administer the staff in the city's Operations and Engineering Divisions by providing direction and support. Ensure that the staff is properly trained and equipped to complete assigned duties as required.

Coordinate the efforts of the Operations and Engineering Divisions in completing annual work plans including support of city redevelopment efforts. Provide timely and accurate information about work activities to interested partners including neighborhoods, businesses and community groups. Continue to develop partnerships with community organizations and other local jurisdictions to cooperatively address city and regional needs.

Provide excellent customer service by returning contact within one day and acting on a service request as quickly as possible. Complete requests for limited service within one day. A major aspect of management services is to accomplish the city's goals and objectives that pertain to Public Works. Public Works play critical roles in achieving these City Council priorities:

- City Council Priority – Build stronger relationships among local special districts
- City Council Priority – Evaluate policies for managing city-owned property.
- City Council Priority – Implement Climate Action Plan.

FUND: 605 PUBLIC WORKS ADMINISTRATION	**DEPARTMENT:** PUBLIC WORKS
PROGRAM: 0681 MANAGEMENT SERVICES	**PROGRAM MANAGER:** TERI CUNNINGHAM

Progress on FY 2019-20 Action Plan:

The department continued to focus on fostering better communication between the Operations and Engineering divisions and with the Community Development Department. Additionally, the department is in the process of implementing a vehicle inspection program. We have implemented the Storeroom module of Cityworks (our asset management/work order system) which allows the Water Division to track inventory.

FY 2020-21 Action Plan:
Admin staff will continue to work closely within the department and with all city departments. Staff is focusing on creating a one point of contact to handle miscellaneous requests that are asked of Public Works so that work can be tracked and completed in a more efficient manner. Staff will also further integrate our management software into our everyday activities especially with addition of the Storeroom module. Staff will be implementing Storeroom with the Traffic Division this coming fiscal year. Staff will continue to work with Facilities on a plan to prepare for future growth. The Operations Building which houses the majority of Public Works employees is currently at capacity. We will also be determining how to best utilize our lot on 160th. Staff will also continue to attend meetings and be actively involved with other intergovernmental organizations within the area and continue to support City events as needed. Additionally, staff is purchasing an electric vehicle to use for City business. Staff will be onboarding our new Public Works Director.

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
*Number of invoices paid			3,530 / 3,500	3,500
*Number of Community Service Hours/Be Sober Program Hours			1,440 / 1,450	1,450
Number of unanticipated requests for service via email and phone calls.	5,200	5,000	5,000 / 5,000	5,200

*New performance measures

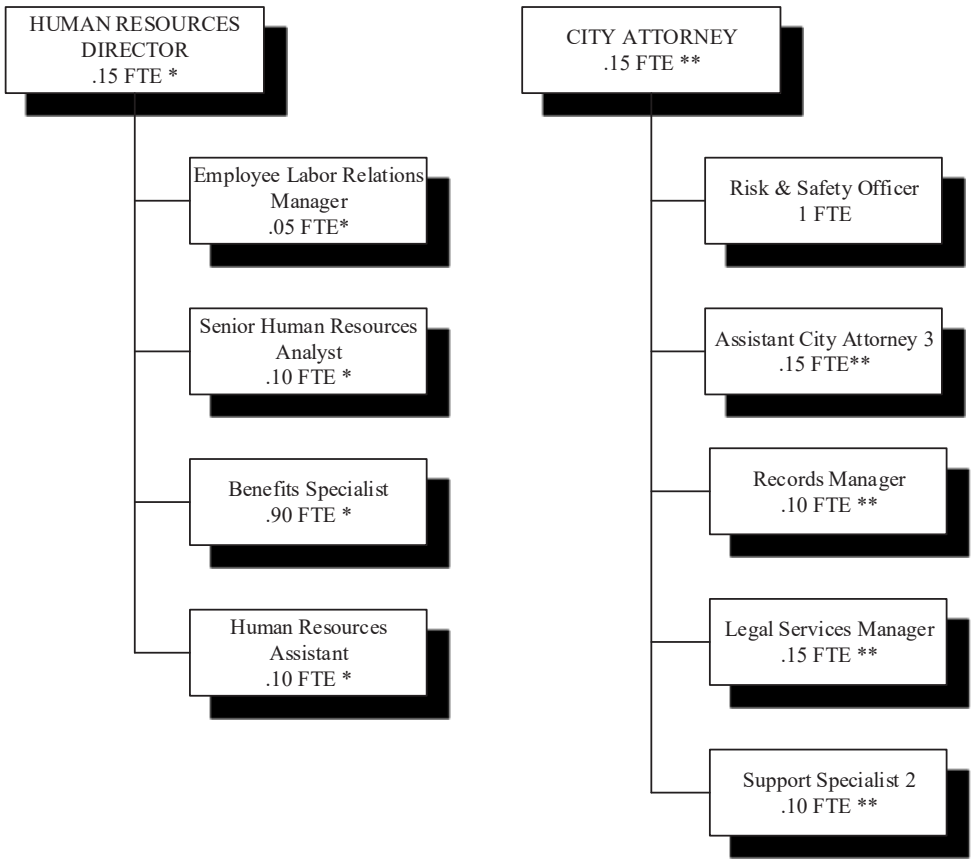
Insurance Agency Fund

- General Liability
- Workers Compensation
- Unemployment
- Medical and Dental

Beaverton
OREGON

Insurance Agency Fund

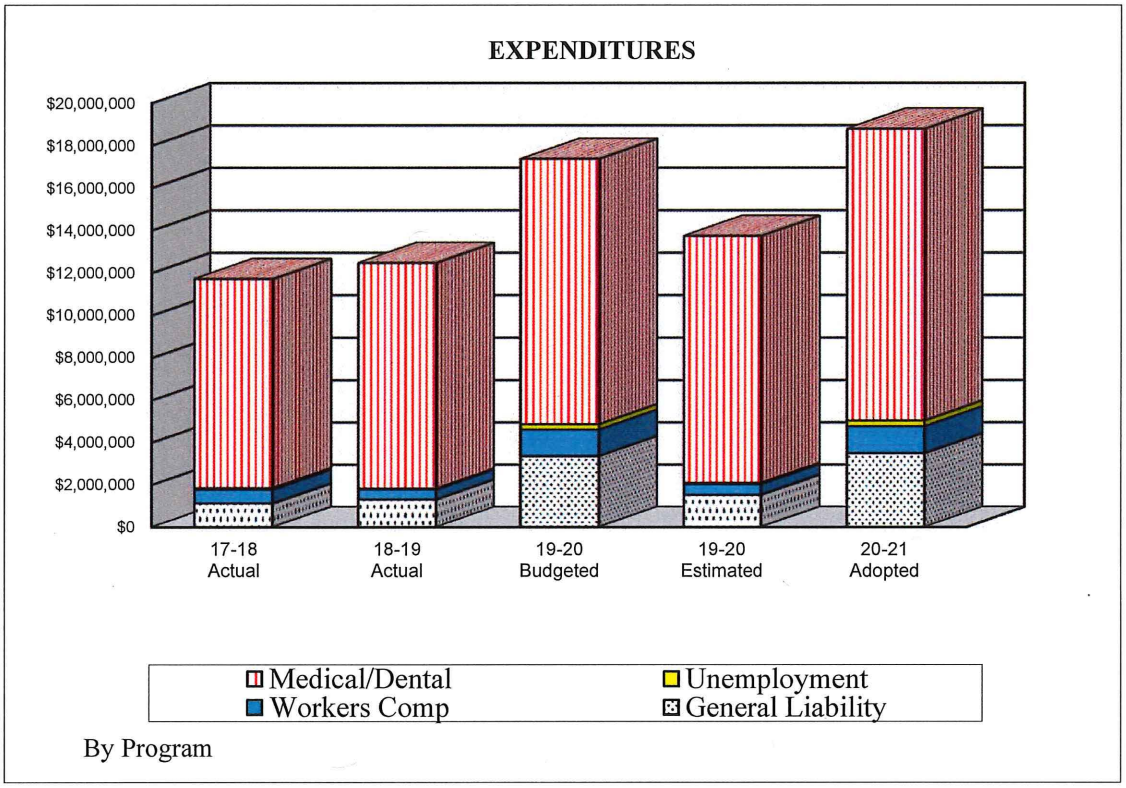
FY 2020-21 BUDGETED POSITIONS



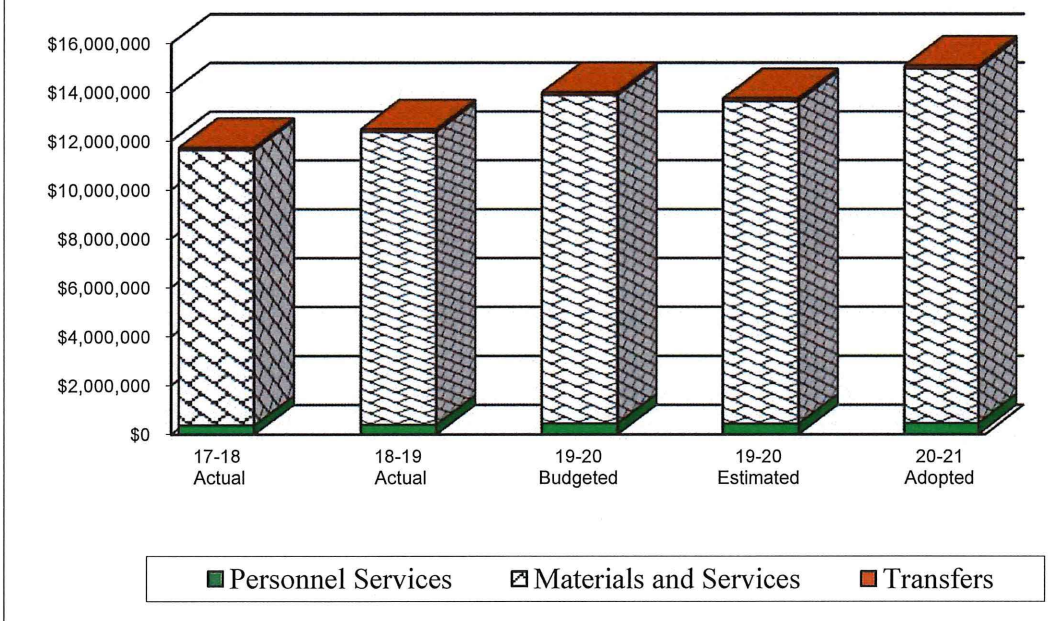
* *Partially funded in the General Fund – Resources Department*

***Partially funded in the General Fund – Attorney's Office*

INSURANCE AGENCY FUND
ADOPTED FY 2020-21



By Program



By Expenditure

INSURANCE AGENCY FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Interest on investments	$44,102	$62,862	$69,300	$60,400	$33,300
Self-insurance charges	10,131,188	10,932,836	11,869,260	11,697,522	12,816,176
Miscellaneous	348,575	331,130	422,457	1,001,229	335,000
Sub Total Revenues	$10,523,865	$11,326,828	$12,361,017	$12,759,151	$13,184,476
Expenditures:					
Personnel services	$365,886	$391,899	$439,898	$430,704	$451,718
Materials & services	11,254,407	11,973,379	13,435,862	13,196,307	14,507,324
Capital outlay	0	0	0	0	0
Sub Total Expenditures	$11,620,293	$12,365,278	$13,875,760	$13,627,011	$14,959,042
Revenues Over/Under Expenditures	($1,096,428)	($1,038,450)	($1,514,743)	($867,860)	($1,774,566)
Other financing sources (uses):					
Transfers in	$1,337,341	$1,259,941	$1,574,799	$1,574,799	$1,574,799
Transfers out	(98,308)	(110,246)	(116,820)	(116,820)	(119,872)
Total Other Financing Sources (Uses):	$1,239,033	$1,149,695	$1,457,979	$1,457,979	$1,454,927
Net Change in Fund Balance	$142,605	$111,245	($56,764)	$590,119	($319,639)
Fund Balance/Working Capital Beginning of Year	3,184,382	3,326,987	3,438,232	3,438,232	4,028,351
Fund Balance (Contingency)/Working Capital End of Year	$3,326,987	$3,438,232	$3,381,468	$4,028,351	$3,708,712

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. Contingency consists of the following:

General Liability Comprehensive Insurance: $602,775 for continuing operations and $1.5 million designated as a catastrophic insurance reserve.

Workers Compensation Insurance: $104,635 for continuing operations and $650,000 in insurance reserves.

Unemployment Insurance: $65,693 for continuing operations and $100,000 in insurance reserves.

Medical Insurance: $335,609 for continuing operations and $350,000 in insurance reserves for rate stabilization .

FUND:	DEPARTMENTS:
706 INSURANCE FUND	HUMAN RESOURCES & CITY ATTORNEY
	DEPARTMENT HEADS:
	PATRICIA ANDERSON WIECK & BILL KIRBY

MISSION STATEMENT:

To provide and facilitate programs, processes and strategies that will enable leaders to plan, evaluate, develop and improve the organization, to optimize contributions to City Council goals, to minimize the adverse effects of risk on the organization, and/or improve the city's ability to respond to them.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.90	2.90	2.93	2.95	2.95
PERSONNEL SERVICES	$365,886	$391,899	$439,898	$451,718	$451,718
MATERIALS & SERVICES	11,254,407	11,973,379	13,435,862	14,507,324	14,507,324
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	98,308	110,246	116,820	119,872	119,872
CONTINGENCY			831,468	1,108,712	1,108,712
RESERVE			2,550,000	2,600,000	2,600,000
TOTAL	**$11,718,601**	**$12,475,524**	**$17,374,048**	**$18,787,626**	**$18,787,626**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$3,184,382	$3,326,987	$3,438,232	$4,028,351	$4,028,351
Interest on Investments	44,102	62,862	69,300	33,300	33,300
Miscellaneous Revenues	348,579	331,129	422,457	335,000	335,000
Transfers from Other Funds	1,337,341	1,259,941	1,574,799	1,574,799	1,574,799
Self-insurance Revenues	10,131,188	10,932,836	11,869,260	12,816,176	12,816,176

Reserves:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
General Liability	$1,478,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000
Workers' Compensation	500,000	500,000	600,000	650,000	650,000
Unemployment	95,000	45,000	100,000	100,000	100,000
Medical	350,000	350,000	350,000	350,000	350,000

Services and Trends:

The Human Resources Department, through the employee benefit programs, assists the organization in protecting the financial and human assets of the city. The employee benefit programs include self-insured unemployment, employee medical premium-based insurance, self-insured dental, long-term disability insurance, life insurance, Accidental Death and Dismemberment insurance, and deferred compensation. Services provided include financing of claims through insurance or self-insurance, wellness and loss prevention activities.

The city's Deferred Compensation Committee bears fiduciary and administrative responsibilities for the city's 457(b) plan. The city's Human Resources Director chairs the committee. The Committee ensured the creation of a Statement of Investment Policy and reviews investment performance of the plans on an on-going basis. The Committee is chartered with taking action to correct errors in the plan, maintain the qualified status of the plan, amend the plan as needed, and make recommendations to the Mayor for charter changes.

The City Attorney's Office manages the Risk Management programs with a mission to reduce the financial impact of claims, lawsuits, and employee injuries to the City; to reduce the corresponding frequency and severity of these events through the application of professional risk management techniques; and to provide a safe environment for employees to work and the public to enjoy. In doing so, the Division plays a vital role in freeing up dollars which would otherwise be spent on claims and claims-related issues, making them available for other beneficial uses throughout the City.

FUND:	DEPARTMENTS:
706 INSURANCE FUND	HUMAN RESOURCES & CITY ATTORNEY
	DEPARTMENT HEADS:
	PATRICIA ANDERSON WIECK & BILL KIRBY

To meet the above goals, Risk Management provides three distinct functions:

1. Oversees all aspects of the City employee work-related injury program, including working with the third-party administrator for claims management and Workers' Compensation defense litigation.
2. Receives, analyzes, and tracks all claims for personal injury and property damage asserted against the City. The City utilizes the services of City County Insurance Services to investigate the claims; determine if the city is liable under the applicable law; and negotiate and settle claims that are compensable.
3. The Risk and Safety Officer is also responsible for ensuring citywide development, implementation and maintenance of safety and health programs to control and minimize hazards that could result in injury or illness to its workforce. This function also evaluates working environments, in conjunction with City Departments, to review potential safety and health problems with departmental operations, procedures and facilities, thereby minimizing potential risks for the City, as well as improving safety for the City and its residents. Additionally, this function works to assess and reduce public risks or liabilities associated with the City's operations, products, services, activities and events.

Risk financing components of the program include the retention of risk through self-insurance and the transfer of risk to commercial insurance and bonds. Risk Management pursues recovery of incurred costs due to losses caused by third parties.

Budget Highlights:

An essential component of the Risk Management program is to work directly with the City departments to understand the various operations and unique needs. This information is applied to appropriate risk techniques to increase employee and supervisor safety training and awareness for the purpose of reducing accidents, injuries and claims costs.

For Fiscal Year 2019-2020, the Kaiser and MODA medical plans were consolidated to one option for each, with rate plan increases for Kaiser at 7.5% and for MODA at 1.7%. Delta Dental's self-funded dental plan rates held steady, while a fully insured Kaiser Dental option was implemented with 45 members enrolled. The Delta Dental ortho lifetime maximum for BPA was increased from $1,500 to $5,000.

Additionally, a ROTH component was added to our deferred compensation plan, offering employees a post-tax withholding option through payroll.

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

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

Services and Trends:

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

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

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

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

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.80	0.80	0.80	0.80	0.80
PERSONNEL SERVICES	$124,309	$130,871	$139,973	$139,148	$139,148
MATERIALS & SERVICES	960,389	1,132,473	1,399,951	1,202,355	1,202,355
CAPITAL OUTLAY					
TRANSFERS	40,838	44,050	45,458	44,500	44,500
CONTINGENCY	0	0	274,400	602,775	602,775
RESERVE	0	0	1,500,000	1,500,000	1,500,000
TOTAL	**$1,125,536**	**$1,307,394**	**$3,359,782**	**$3,488,778**	**$3,488,778**

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

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

DIVERSITY, EQUITY, AND INCLUSION:
Examples of priority areas that the legal services program accomplished in FY 2019-20 include:
- *PE1.2 – The number of translated print material increases each year.* Risk Management will translate liability claim form to Spanish in calendar year 2020.
- *CB2.2 – City facilities are used by culturally diverse groups for community activities and meetings.* Risk Management is actively involved in the planning and mitigation of events put on by the City or events that the City sponsors. Safety and insurance are important considerations for these events.

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

PERFORMANCE MEASURES & DISCUSSION:

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

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

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

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

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

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.85	0.85	0.85	0.85	0.85
PERSONNEL SERVICES	$122,969	$130,032	$138,764	$140,374	$140,374
MATERIALS & SERVICES	497,097	310,548	355,930	359,000	359,000
CAPITAL OUTLAY					
TRANSFERS	29,460	31,500	32,045	32,605	32,605
CONTINGENCY	0	0	133,825	104,635	104,635
RESERVE	0	0	600,000	650,000	650,000
TOTAL	**$649,526**	**$472,080**	**$1,260,564**	**$1,286,614**	**$1,286,614**

Services:

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

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

Performance Measures & Discussion:

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

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

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

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

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

FUND: 706 INSURANCE FUND	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0015 SELF INSURANCE UNEMPLOYMENT	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Program Goal
To provide a cost-effective unemployment insurance program that complies with state and federal laws.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.15	0.15	0.18	0.20	0.20
PERSONNEL SERVICES	$16,862	$17,990	$27,236	$33,148	$33,148
MATERIALS & SERVICES	65,254	25,225	60,000	60,000	60,000
CAPITAL OUTLAY					
TRANSFERS	456	526	3,653	4,554	4,554
CONTINGENCY	0	0	53,973	65,693	65,693
RESERVE	0	0	100,000	100,000	100,000
TOTAL	**$82,572**	**$43,741**	**$244,862**	**$263,395**	**$263,395**

Program Objective
To minimize the city's long-term costs by processing unemployment claims appropriately.

Progress on Fiscal Year 2019-20 Action Plan

- Maintain a low level of unemployment claims and respond in a timely manner. *Human Resources staff respond to all claims received from the state to ensure the accuracy of data and provide additional information to support the state in making informed decisions on whether to grant or deny unemployment benefits.*

Unemployment Performance Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
Number of unemployment claims	9	7	10 / 12	12
Value of paid unemployment claims	$60,000	$50,000	$60,000 / $60,000	$60,000

Fiscal Year 2020-21 Action Plan

- Strive for a low level of unemployment claims and continue to respond in a timely manner.

Performance Outcomes and Program Trends

The rate of unemployment claims is trending steady in the number of claims.

FUND: 706 INSURANCE FUND	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Program Goal
To provide a comprehensive, cost-effective health program which meets the needs of its employees and the organization.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.10	1.10	1.10	1.10	1.10
PERSONNEL SERVICES	$101,746	$113,006	$133,925	$139,048	$139,048
MATERIALS & SERVICES	9,731,667	10,505,133	11,619,981	12,885,969	12,885,969
CAPITAL OUTLAY					
TRANSFERS	27,554	34,170	35,664	38,213	38,213
CONTINGENCY	0	0	369,270	335,609	335,609
RESERVE	0	0	350,000	350,000	350,000
TOTAL	**$9,860,967**	**$10,652,309**	**$12,508,840**	**$13,748,839**	**$13,748,839**

Program Objectives
To provide medical and dental insurance for employees that maximize a proactive approach to wellness and minimize the adverse financial effects of illness. These activities support Council priority: *Look at the city's retention and compensation policies,* as well as Community Vision: *Promote and facilitate healthy lifestyles, through providing affordable access to medical and dental services, and by hosting health and wellness fairs, training and activities.*

To provide programs that assist employees in addressing personal issues that may affect work performance. These activities support Council priority: *Look at the city's retention and compensation policies.*

To provide programs that assist employees in maximizing their financial resources. These activities support Council priority: *Look at the city's retention and compensation policies.*

To administer and coordinate occupational health programs that adhere to laws, rules and regulations and ensure a safe and healthy work force. These activities support Community Vision: *Promote and facilitate healthy lifestyles, through providing affordable access to medical and dental services, and by hosting health and wellness fairs, training and activities.*

Progress on Fiscal Year 2019-20 Action Plan

- Work on streamlining benefits to reduce cost and for ease of communication and processing. *The city moved to a single MODA or Kaiser offering to all groups (Management, SEIU and BPA). Within Delta Dental, BPA was offered the same orthodontic lifetime maximum as SEIU. The city began offering a Kaiser Dental option, and the start date of dental benefits were changed to match the start date of medical benefits which eases administration and provides the benefit to employees and their covered dependents sooner.*
- Work to better communicate benefits to employees and provide information regarding additional benefits. *With the changes from MODA-P200 to MODA-P500 for BPA, Human Resources invited MODA to present information to employees based at the Griffith Drive location. With the change in PEHP (which restricts use to post-employment) to a standard HRA plan for BPA, and the introduction of the HRA plan to Management employees, Human Resources invited the city's HRA VEBA trust provider to present at both Griffith Drive and City Hall locations.*
- Continue to work with providers to provide excellent benefits and customer service to our employees. *Human Resources continues to provide information and advocacy services to employees by being a bridge to members and their plans.*

FUND: 706 INSURANCE FUND	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

Health and Dental Insurance Performance Measures	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
Eligible FTE Positions	526.65	533	535 / 555	570
Medical Loss Ratio MODA (claims as a % of premiums; used for renewal)	79.7%	75%	75% / 86.9%	80%
Medical Loss Ratio Kaiser (claims as a % of premiums; used for renewal)	87.8%	88%	88% / 87.9%	88%
Average annual medical insurance premium cost per eligible FTE	$16,619	$19,239	$19,300 / $18,699	$19,000
Dental Plan Cost	$859,733	$860,000	$870,000 / $934,734	$1,009,500
Average annual dental cost per eligible FTE	$1,632	$1,613	$1,626 / $1,684	$1,771

Fiscal Year 2020-21 Action Plan

- Request proposals for Medical PPO plan to verify the city's ability to acquire the best insurance rates.
- Request proposals for Flexible Spending Account vendor to improve effectiveness and efficiency of reimbursements.
- Review Health Savings Accounts and High Deductible plans with Health Insurance Review Committee with the aim of reducing overall premium costs.

Performance Outcomes and Program Trends

The Health Insurance Review Committee actively researches medical insurance options in conjunction with labor negotiations to seek options that balance cost with quality benefits. While the excise tax ("Cadillac tax") under the Affordable Care Act has been repealed, the committee remains dedicated to finding competitive medical insurance at a fair and fiscally responsible price, reviewing plans and plan performance.

The dental program continues to provide excellent dental benefits for employees and covered dependents, encouraging and rewarding yearly preventative measures. The dental benefit shows continued high utilization. As an average annual cost per employee, dental program costs can fluctuate from year to year due to the number and types of services performed within the plan's provisions. In Fiscal Year 2019-2020, Kaiser Dental was added as an option.

The city's deferred compensation fund has a balance of $50,728,757 with over 400 contributing participants. The average participant balance is $81,820.

FUND: 706 INSURANCE FUND	**DEPARTMENT:** HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	**DEPARTMENT HEAD:** PATRICIA ANDERSON WIECK

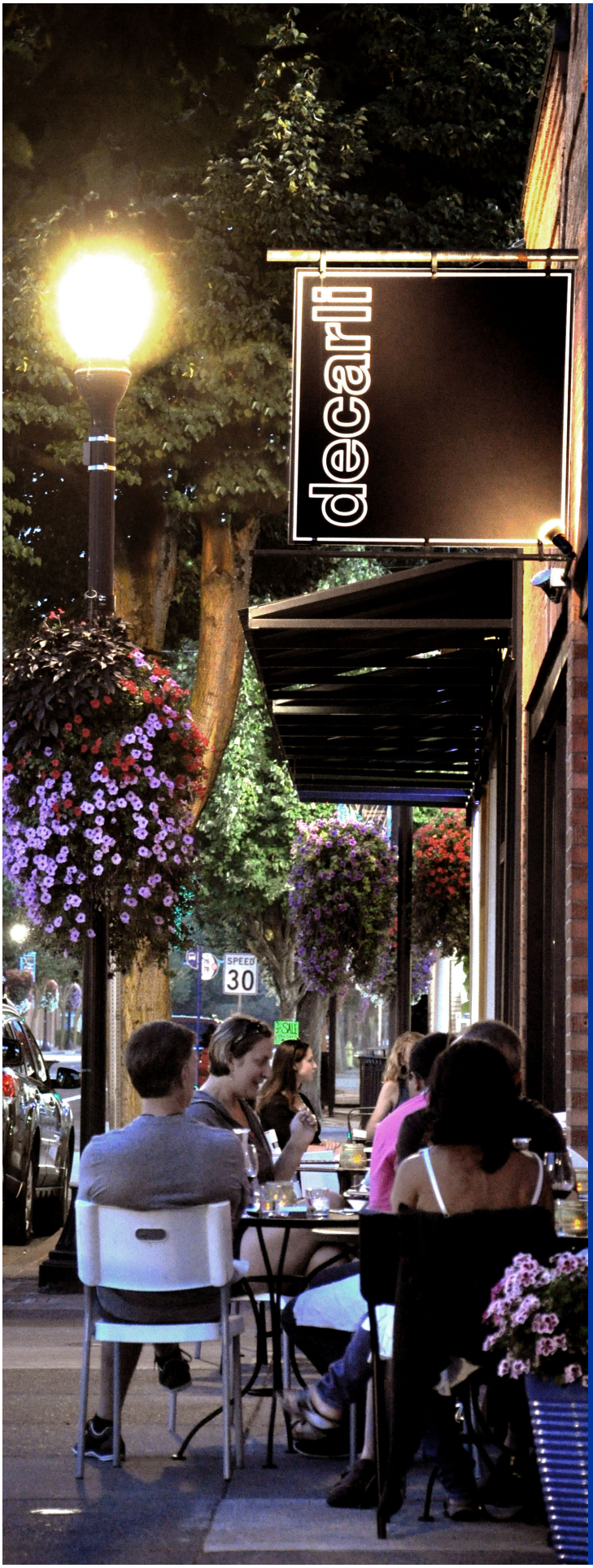
Wellness Activities and Related Costs **Performance Measures**	**FY 2017-18** **Actual**	**FY 2018-19** **Actual**	**FY 2019-20** **Budgeted/Revised**	**FY 2020-21** **Adopted**
Number of employee medical screenings (pre-employment, DOT/drug testing)	150	150	150 / 165	165
Average cost per medical screening	$225	$185	$185 / $185	$185
Average cost of wellness activities per employee	$65	$50	$78 / $74	$78
# of employees who participate in wellness incentive opportunities	72	80	90 / 80	90
# of employees taking part in health screening (BP, cholesterol, body fat)	67	68	75 / 70	80

Wellness Activity Performance Outcomes and Program Trends

The city continues to invest in the Wellness Program as a means of mitigating rising healthcare costs. Funds have been used to sustain on-site fitness classes and utilization of local fitness facilities, health screening events, nutrition programs, CSA programs, educational seminars, and other activities to promote healthy living.

In Fiscal Year 2019-20, Human Resources continued the city's collaboration with Wellness Consolidated, LLC, to provide on-going Feel-Good Fitness, which has been well attended. BodyCamp saw 23 participants of whom 82% met the participation criteria of attending two thirds of the classes. Yoga was offered to City Hall employees, while additional yoga classes were started at the Griffith Drive location. Human Resources is researching chair massage at the Griffith Drive location. Additional options are being explored for employees at the city's Main Library location.

Biometric screenings were moved to April to distribute Wellness events throughout the year. Fifty employees have participated to date in Fiscal Year 2019-2020 in the Wellness Incentive, as Human Resources increases marketing efforts to reach additional employees. Two Walker Tracker Challenges have been completed with an average of 64 participants and 66% meeting the challenge goal of a 6,000-step average per day. The Wellness Fair was very well attended with 200 employees and 20 exhibitors participating. In December of 2019, Human Resources introduced a new mental health collaboration with Beyond Well Solutions to provide podcasts on various well-being subjects. Employees are provided ear buds for private listening at work. For early 2020, Human Resources will be creating a survey on best ways to communicate to different locations and the wellness activities employees want, to better engage and retain employees.



Urban Redevelopment Agency

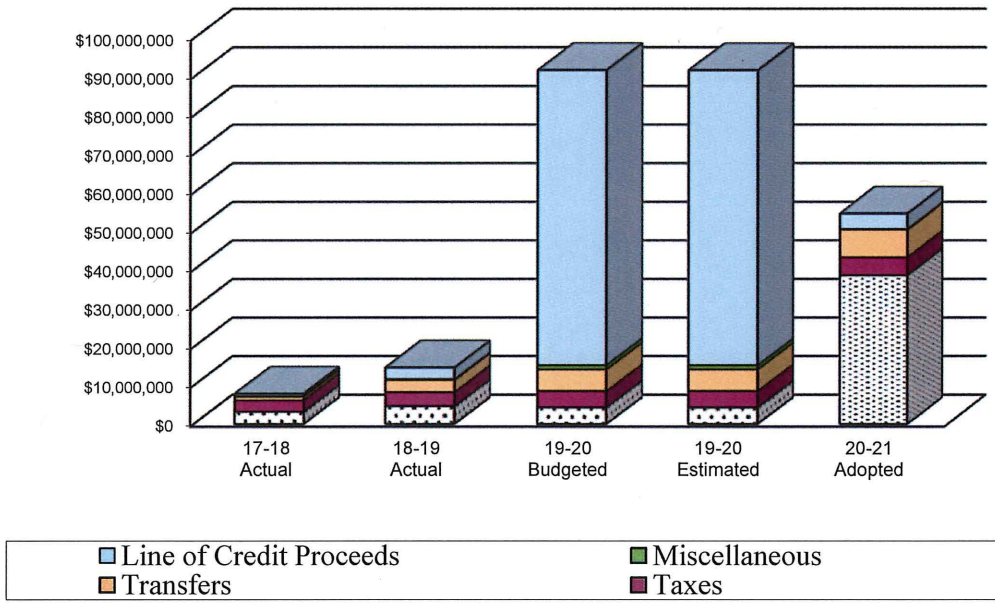
- Tax Increment Fund
- Capital Projects
- Program and Activities
- Debt Service

Beaverton
OREGON

URBAN REDEVELOPMENT AGENCY (BURA)

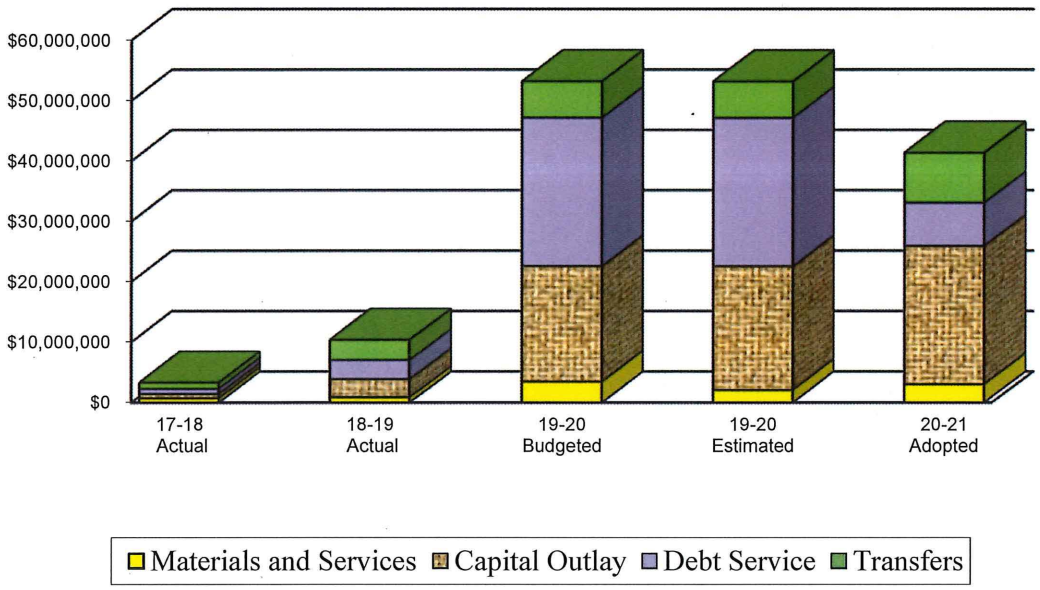
ADOPTED FY 2020-21

REVENUES



By Classification

EXPENDITURES



By Expenditure Type

BEAVERTON URBAN REDEVELOPMENT AGENCY (BURA) TAX INCREMENT FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Taxes	$3,050,549	$3,674,735	$4,224,820	$4,226,820	$4,699,351
Interest on investments	62,707	114,307	140,000	0	0
Bond/Financing Proceeds	0	0	0	0	0
Miscellaneous	48,607	99,558	4,500	4,500	4,500
Sub Total Revenues	$3,161,863	$3,888,600	$4,369,320	$4,231,320	$4,703,851
Expenditures:					
Materials & services	$701,319	$856,588	$0	$0	$0
Capital outlay					
Sub Total Expenditures	$701,319	$856,588	$0	$0	$0
Revenues Over/Under Expenditures	$2,460,544	$3,032,012	$4,369,320	$4,231,320	$4,703,851
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	(990,436)	(3,329,914)	(5,635,984)	(5,635,984)	(7,166,248)
Total Other Financing Sources (Uses):	($990,436)	($3,329,914)	($5,635,984)	($5,635,984)	($7,166,248)
Net Change in Fund Balance	$1,470,108	($297,902)	($1,266,664)	($1,404,664)	($2,462,397)
Fund Balance/Working Capital Beginning of Year	3,135,920	4,606,028	4,308,126	4,308,126	2,903,462
Fund Balance (Contingency)/Working Capital End of Year	$4,606,028	$4,308,126	$3,041,462	$2,903,462	$441,065

This fund accounts for the receipt of tax increment revenues and then transfers its resources to the Debt Service Fund.

BEAVERTON URBAN REDEVELOPMENT AGENCY (BURA) CAPITAL PROJECT FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Bond/financing proceeds	$726,289	$3,001,332	$53,356,934	$53,356,934	$0
Miscellaneous	0	404	750,000	0	0
Sub Total Revenues	$726,289	$3,001,736	$54,106,934	$53,356,934	$0
Expenditures:					
Materials & services	$0	$0	$0	$0	$0
Capital outlay	726,289	3,001,736	19,106,934	20,443,460	22,900,000
Sub Total Expenditures	$726,289	$3,001,736	$19,106,934	$20,443,460	$22,900,000
Revenues Over/Under Expenditures	$0	$0	$35,000,000	$32,913,474	($22,900,000)
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	$0	$0	$0
Net Change in Fund Balance	$0	$0	$35,000,000	$32,913,474	($22,900,000)
Fund Balance/Working Capital Beginning of Year	0	0	0	0	32,913,474
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$35,000,000	$32,913,474	$10,013,474

This fund accounts for the construction of public facilities within the Urban Renewal District. Funding for the projects is provided through the 2020 Special Revenue Bond Issue Series 2020B Taxable which provided for $55 Million in Bond Proceeds of which $19 million was to repay the existing line of credit and day light one-day loans from the City's General Fund. For FY 2019-20, this fund is classified as a major fund.

BEAVERTON URBAN REDEVELOPMENT AGENCY (BURA) PROGRAM & ACTIVITIES FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Bond/financing proceeds	$0	$0	$4,117,150	$4,117,150	$4,000,000
Interest on investments	0	0	0	91,200	85,400
Miscellaneous	0	0	195,100	947,100	48,000
Sub Total Revenues	$0	$0	$4,312,250	$5,155,450	$4,133,400
Expenditures:					
Materials & services		0	3,436,799	2,073,286	3,013,650
Capital outlay		0	0	0	0
Sub Total Expenditures	$0	$0	$3,436,799	$2,073,286	$3,013,650
Revenues Over/Under Expenditures	$0	$0	$875,451	$3,082,164	$1,119,750
Other financing sources (uses):					
Transfers in	$0	$0	$0	$0	$0
Transfers out	0	0	(373,972)	(367,100)	(1,097,956)
Total Other Financing Sources (Uses):	$0	$0	($373,972)	($367,100)	($1,097,956)
Net Change in Fund Balance	$0	$0	$501,479	$2,715,064	$21,794
Fund Balance/Working Capital Beginning of Year	0	0	0	0	2,715,064
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$501,479	$2,715,064	$2,736,858

This fund accounts for the BURA's administration and operations and is funded by daylight one-day loans from the City of Beaverton.

BEAVERTON URBAN REDEVELOPMENT AGENCY (BURA) DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2019-20 Estimated	FY 2020-21 Adopted
Revenues:					
Bond/financing proceeds	0	0	19,000,000	19,000,000	0
Sub Total Revenues	$0	$0	$19,000,000	$19,000,000	$0
Expenditures:					
Materials & services					
Capital outlay					
Sub Total Expenditures	$0	$0	$0	$0	$0
Revenues Over/Under Expenditures	$0	$0	$19,000,000	$19,000,000	$0
Other financing sources (uses):					
Transfers in	$866,104	$3,165,525	$5,635,984	$5,635,984	$7,166,248
Transfers out	0	0	0	0	0
Debt Service - Principal	(139,815)	(3,165,525)	(24,635,984)	(24,635,984)	(7,166,248)
Debt Service - Interest	(726,289)	0	0	0	0
Debt Service Fees	0	0	0	0	0
Total Other Financing Sources (Uses):	$0	$0	($19,000,000)	($19,000,000)	$0
Net Change in Fund Balance	$0	$0	$0	$0	$0
Fund Balance/Working Capital Beginning of Year	0	0	0	0	0
Fund Balance (Contingency)/Working Capital End of Year	$0	$0	$0	$0	$0

In prior years, this fund accounts for the debt service on interest payments on the $19 million line of credit and repayment of day light "one-day" loans from the City's General Fund. In late FY 2019-20, the BURA issued $55 Million in Special Revenues Bonds Series 2020B Federally Taxable that repaid the $19 Million line of credit and provided an additional $35 Million for capital projects and $1 Million for administration. The BURA Tax Increment Fund provides funding for the debt service payments. Therefore, this fund will usually have a zero fund balance. For FY 2019-20, this fund is classified as a major fund.

FUND:	DEPARTMENT:
901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: 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	3,436,799	3,013,650	3,013,650
CAPITAL OUTLAY	726,290	3,001,737	19,106,934	16,900,000	22,900,000
DEBT SERVICE	866,104	3,165,525	24,635,984	7,166,248	7,166,248
TRANSFERS	990,436	3,329,914	6,009,956	7,974,818	8,264,204
CONTINGENCY	0	0	38,542,941	19,480,783	13,191,397
TOTAL	**$3,284,149**	**$10,353,764**	**$91,732,614**	**$54,535,499**	**$54,535,499**

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	$38,532,000
Property Taxes	3,052,305	3,678,140	4,228,820	4,703,851	4,703,851
Loan from City of Beaverton	726,289	3,001,332	5,395,984	4,000,000	4,000,000
Interfund Transfers	866,105	3,165,525	5,635,984	7,166,248	7,166,248
Line of Credit	0	0	16,078,100	0	0
Bond Sale Proceeds	0	0	55,000,000	0	0
Miscellaneous Revenue	109,559	210,865	1,085,600	133,400	133,400

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.

FUND:	DEPARTMENT:
901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

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

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

FUND:	DEPARTMENT:
901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

- 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
- 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:

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Adopted**
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

FUND:	DEPARTMENT:
901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Summary of Borrowing Against District Debt Limitation

	Bond Line-of-Credit	City Day Light Loan	Total Borrowing
FY 15-16 Actual		**$ 510,000**	**$ 510,000**
FY 16-17 Actual	**2,921,900**	**183,086**	**3,104,986**
FY 17-18 Actual	**-**	**726,289**	**726,289**
Total Debt Incurred	**$ 2,921,900**	**1,419,375**	**4,341,275**
Agency Debt Limit			**150,000,000**
Remaining Amount			**145,658,725**
% Remaining			**97%**
FY 18-19 Estimate		**3,466,591**	**3,466,591**
FY 19-20 Budget	**$16,078,100**	**$1,332,668**	**$17,410,768**

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)	$782,261,672						
FY 2012-13	$788,610,799	$6,349,127	0.8%	$6,349,127	0.8%	$86,881	$86,881
FY 2013-14	$800,929,828	$12,319,029	1.6%	$18,668,156	2.4%	$285,134	$372,015
FY 2014-15	$833,269,953	$32,340,125	4.0%	$51,008,281	6.5%	$770,852	$1,142,867
FY 2015-16	$884,701,194	$51,431,241	6.2%	$102,439,522	13.0%	$1,495,236	$2,638,103
FY 2016-17	$921,495,446	$36,794,252	4.2%	$139,233,774	17.8%	$2,025,052	$4,663,155
FY 2017-18	$988,802,749	$67,307,303	7.3%	$206,541,077	26.4%	$3,050,549	$7,713,704
FY 2018-19	$1,033,399,867	$44,597,118	4.5%	$251,138,195	32.0%	$3,655,371	$11,175,478
FY 2019-20 budgeted	$1,071,365,649	37,963,782	3.7%	$289,103,977	37.6%	$4,225,820	$15,401,298
FY 2020-21 estimated	$1,114,431,548	$43,068,899	4.1%	$332,172,976	42.5%	$4,684,351	$16,053,426

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 was refunded and the City through an agreement with BURA issue $55 million of Special Revenue Bonds which will be backed by the pledge of ROW fees and the annual debt payable by the BURA Agency as through a transfer from the BURA Tax Increment Fund 901 to the BURA Debt Service Fund 904. Here are the following details of the 2020 $55 million debt issuance:

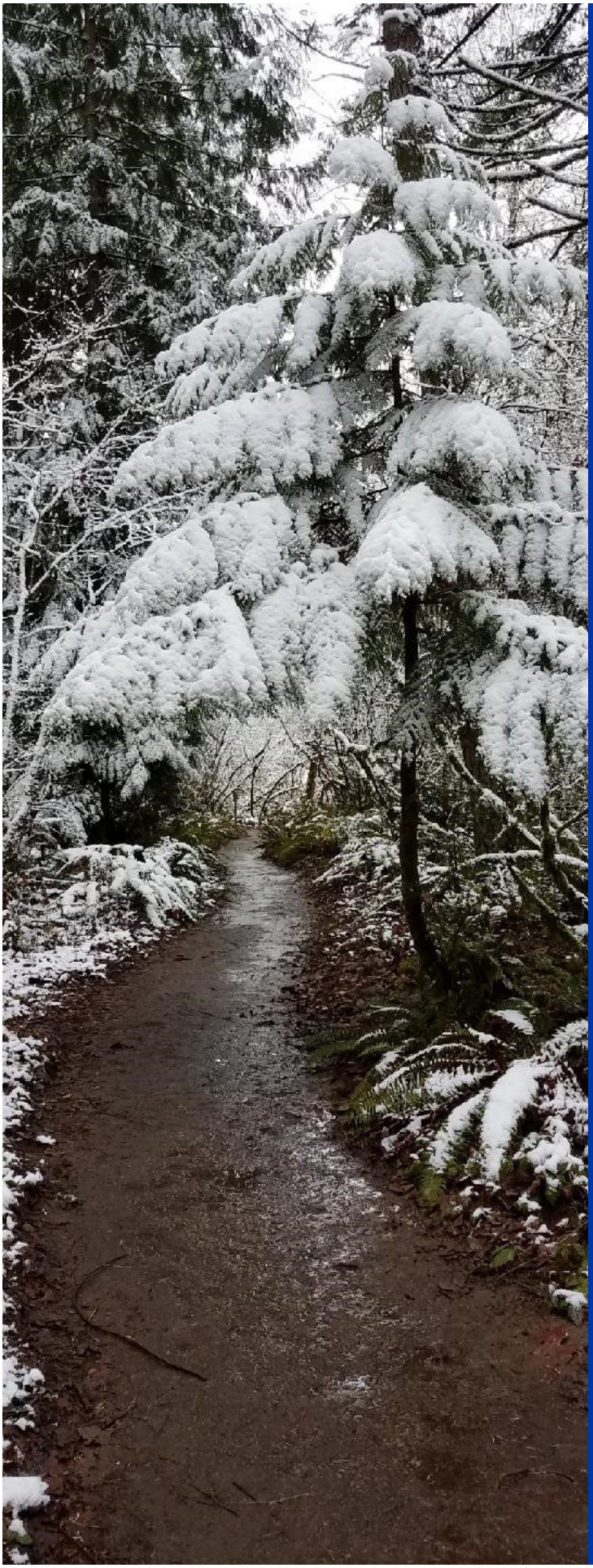
FUND:	DEPARTMENT:
901/902/903/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Series 2020B Federally Taxable
The Special Revenue Bonds Series 2020B were issued in June 2020, with a true interest cost rate of 2.9201% in an original amount of $55 Million which was used as follows:

1. $19 Million to repay the line of credit.
2. $34 Million deposited into the BURA Capital Projects Fund for current and future BURA Capital Projects.
3. $1 Million deposited into the BURA Program and Activities fund for the cost of issuance and to fund grant funds for capital improvements on properties within the agency district.

The annual debt service payment is funded by a transfer from the BURA Tax Increment Fund 901. The following table represents the annual debt service on the $55 Million bond issue over a 30 year period.

FISCAL YEAR	INTEREST	PRINCIPAL	TOTAL
2020-21	$1,353,938	$1,410,000	$2,763,938
2021-22	1,409,213	1,355,000	2,764,213
2022-23	1,396,490	1,365,000	2,761,490
2023-24	1,381,652	1,380,000	2,761,652
2024-25	1,364,168	1,400,000	2,764,168
2025-26	1,345,030	1,415,000	2,760,030
2026-27	1,321,739	1,440,000	2,761,739
2027-28	1,296,596	1,465,000	2,761,596
2028-29	1,267,648	1,495,000	2,762,648
2029-30	1,236,612	1,525,000	2,761,612
2030-31	1,203,428	1,560,000	2,763,428
2031-32	1,167,922	1,595,000	2,762,922
2032-33	1,130,025	1,630,000	2,760,025
2033-34	1,089,666	1,670,000	2,759,666
2034-35	1,047,482	1,715,000	2,762,482
2035-36	1,003,304	1,760,000	2,763,304
2036-37	956,260	1,805,000	2,761,206
2037-38	907,002	1,855,000	2,762,002
2038-39	855,507	1,905,000	2,760,507
2039-40	800,090	1,960,000	2,760,090
2040-41	743,074	2,020,000	2,763,074
2041-42	680,272	2,080,000	2,760,272
2042-43	615,605	2,145,000	2,760,605
2043-44	548,917	2,215,000	2,763,917
2044-45	480,052	2,280,000	2,760,052
2045-46	409,167	2,350,000	2,759,167
2046-47	332,581	2,430,000	2,762,581
2047-48	253,387	2,510,000	2,763,387
2048-49	171,586	2,590,000	2,761,586
2049-50	87,178	2,675,000	2,762,178
	$27,855,539	**$55,000,000**	**$26,551,773**



Supplemental Information

- Notice of Budget Hearing
- Summary of All Funds
- Monthly Salary Schedule
- Transfers

Beaverton
OREGON

FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the City of Beaverton will be held on June 16, 2020 at 6:30 pm in the Council Chambers in City Hall located at 12725 SW Millikan Way, Beaverton, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Beaverton Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Finance Department, between the hours of 8:00 a.m. and 5:00 p.m. or online at www.BeavertonOregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. If different, the major changes and their effect on the budget are:

Governing Body Name: City of Beaverton, Oregon		
Contact: Patrick O'Claire, Finance Director	Telephone: 503-526-2241	Email: poclaire@BeavertonOregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-19	Adopted Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	130,864,742	117,098,492	150,944,365
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	72,112,708	75,773,506	92,603,290
Federal, State and All Other Grants, Gifts, Allocations and Donations	21,074,501	30,074,115	35,095,636
Revenue from Bonds and Other Debt	3,001,332	139,886,084	4,000,000
Interfund Transfers / Internal Service Reimbursements	26,751,913	43,525,055	50,791,344
All Other Resources Except Property Taxes	7,823,986	14,760,310	23,290,897
Property Taxes Estimated to be Received	42,538,096	48,158,089	49,871,574
Total Resources	**304,167,278**	**469,275,651**	**406,597,106**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	71,855,780	80,668,511	85,501,755
Materials and Services	41,942,633	62,222,671	63,288,309
Capital Outlay	37,796,568	134,917,879	117,500,055
Debt Service	8,721,890	30,512,623	15,998,955
Interfund Transfers	26,751,915	43,525,055	50,791,344
Contingencies	116,618,189	116,909,061	73,251,615
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	480,303	519,851	265,073
Total Requirements	**304,167,278**	**469,275,651**	**406,597,106**

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program **FTE** for that unit or program			
City Council	158,355	171,304	148,565
FTE	0.00	0.00	0.00
Mayor's Office	7,235,537	8,685,707	8,930,886
FTE	41.23	42.23	44.23
Human Resources	1,199,189	1,490,708	1,567,332
FTE	6.75	7.22	8.70
Finance	3,344,157	3,693,054	3,939,750
FTE	22.45	22.95	22.70
Reprographics	1,068,313	1,248,074	1,306,757
FTE	3.40	3.40	3.40
Information Systems	4,913,662	5,577,040	5,918,728
FTE	23.50	24.00	27.00
Library	9,596,334	11,405,394	11,571,432
FTE	70.58	70.63	71.63
Insurance Division	12,475,524	17,374,048	18,787,626
FTE	2.90	2.93	2.95
Municipal Court	3,240,816	3,977,097	4,082,443
FTE	20.00	25.00	25.00
City Attorney's Office	2,219,966	2,533,276	2,555,567
FTE	15.85	15.85	16.00
Police	32,304,479	34,684,289	36,769,003
FTE	183.80	190.05	190.05
Community Development	27,106,638	88,075,007	60,629,225
FTE	78.60	85.60	87.70
Engineering	4,131,350	22,207,678	22,646,499
FTE	25.40	25.40	25.40
Capital Projects	18,474,609	77,047,816	70,985,615
FTE	0.00	0.00	0.00

Public Works	35,533,018	74,237,045	76,385,445
FTE	87.00	92.00	95.00
Transient Lodging Tax Fund	1,933,469.00	4,626,491.00	4,452,255.00
FTE	5.00	5.00	3.00
General Bonded Debt	2,180,621	2,113,366	2,201,755
FTE	0.00	0.00	0.00
Assessment #1 Fund	5,648	6,065	2,085
FTE	0.00	0.00	0.00
Special Revenue Debt Fund	1,084,058	1,725,466.00	2,394,400.00
FTE	0.00	0.00	0.00
Urban Redevelopment Agency	10,353,764	91,732,614	54,535,499
FTE	0.00	0.00	0.00
Non-Departmental / Non-Program	8,509,285	16,664,112	16,786,239
FTE	0.00	0.00	0.00
Total Requirements	**187,068,792**	**469,275,651**	**406,597,106**
Total FTE	**586.46**	**612.26**	**622.76**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 4.6180 per $1,000)	42,105,181	43,673,773	45,084,435
Local Option Levy	0	0	0
Levy For General Obligation Bonds	2,070,949	2,047,175	2,115,800

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1. 2021	Estimated Debt Authorized, But Not Incurred on July 1, 2021
General Obligation Bonds	32,215,000	0
Other Bonds	49,135,000	90,000,000
Other Borrowings	23,620,060	2,630,355
Total	104,970,060	92,630,355

City of Beaverton, Oregon
Summary of All Funds per Adopted Budget
Fiscal Year 2020-21

Fund	Name of Fund/Department	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers Out	Operating Contingency	Total Appropriated
001	**General Fund**							
	City Council	105,468	22,760			20,337		148,565
	Mayor's Office	5,961,776	2,261,800	0		589,838	117,472	8,930,886
	Non-Departmental		3,156,784	656,400	0	5,327,231	7,645,824	16,786,239
	Human Resources	1,232,334	322,804			12,194		1,567,332
	Finance	2,242,299	156,844			86,523		2,485,666
	Municipal Court	2,759,455	1,016,237	40,000		266,751		4,082,443
	City Attorney	2,414,682	129,853			11,032		2,555,567
	Police	30,056,472	4,149,314	426,600		1,462,033	674,584	36,769,003
	Community Development	8,638,347	2,643,672	396,000		430,530	61,864	12,170,413
	Capital Development - Engineering	898,004	37,690	0		36,152	40,942	1,012,788
	Public Works	1,248,503	490,720	75,975		298,392	398,812	2,512,402
	Subtotal General Fund	55,557,340	14,388,478	1,594,975	0	8,541,013	8,939,498	89,021,304
101	**Street Fund**							
	Street Operations	3,435,915	4,120,075	902,450		3,361,923	2,212,961	14,033,324
104	**Metro Affordable Housing Bond Fund**							
	Affordable Housing Operations		9,000,000					9,000,000
105	**Building Operating Fund**							
	Building Operating Operations	3,487,566	218,669	250,000		1,172,641	1,147,164	6,276,040
106	**Community Development Block Grant (CDBG) Fund**							
	CDBG Operations	145,131	738,070			1,161	10,743	895,105
107	**Lodging Tax (TLT) Fund**							
	Lodging Tax (TLT) Operations	368,651	1,369,894			1,407,169	1,306,541	4,452,255
112	**Transportation System Development (TSD) Charge Fund**							
	TSD Charge Operations						451,247	451,247
114	**Traffic Impact / Development Tax Fund**							
	Traffic Impact / Development Tax	197,018	0	361,073		2,337,131	14,161,136	17,056,358
115	**Library Fund**							
	Library Operations	7,301,487	1,756,900			1,799,915	713,130	11,571,432
201	**General Bonded Debt Fund**							
	General Bonded Debt Operations				2,006,172		0	2,006,172
202	**Special Revenue Debt Fund**							
	Special Revenue Debt Operations				2,394,400			2,394,400
301	**Capital Development Fund**							
	Capital Development Operations		0	32,287,667		0	0	32,287,667
310	**Capital Projects Fund**							
	Capital Projects Operations			5,442,000		65,906	1,402,232	6,910,138
401	**Assessment #1 Fund**							
	Assessment #1 Operations					2,085		2,085
501	**Water Fund**							
	Water Operations	3,653,736	8,156,672	6,316,585		9,094,636	6,260,349	33,481,978
502	**Sewer Fund**							
	Sewer Operations	2,064,081	793,245	3,918,500		1,292,370	9,899,895	17,968,091
504	**Water Debt Fund**							
	Water Debt Operations				4,432,135		0	4,432,135
505	**Water Construction Fund**							
	Water Construction Operations			11,934,484		11,230,674	123,314	23,288,472
506	**WIFIA Water Construction Fund**							
	Water Construction Operations		100,000	28,936,500				29,036,500
513	**Storm Drain Fund**							
	Storm Drain Operations	2,903,492	1,171,417	2,443,200		1,484,238	9,316,314	17,318,661
601	**Reprographics Fund**							
	Reprographics Operations	394,561	769,825			48,409	93,962	1,306,757
602	**Garage Fund**							
	Garage Operations	1,069,588	914,247	91,000		254,127	86,454	2,415,416
603	**Information Systems Fund**							
	Information Systems Operations	3,698,486	1,932,724	121,621		11,765	154,132	5,918,728
605	**Public Works Admin Fund**							
	Public Works Admin Operations	772,985	337,119			302,105	72,434	1,484,643

Fund	Name of Fund/Department	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers Out	Operating Contingency	Total Appropriated
706	**Insurance Agency Fund**							
	Insurance Agency Operations	451,718	14,507,324			119,872	3,708,712	18,787,626
901	**BURA General Fund**							
	BURA General Operations		0			7,166,248	441,065	7,607,313
902	**BURA Capital Project Fund**							
	BURA Capital Project Operations			22,900,000			10,013,474	32,913,474
903	**BURA Program & Activities Fund**							
	BURA Program & Activites Operations		3,013,650			1,097,956	2,736,858	6,848,464
904	**BURA Debt Service Fund**							
	BURA Debt Service Operations				7,166,248			7,166,248
	Totals by Type:	$ 85,501,755	$ 63,288,309	$ 117,500,055	$ 15,998,955	$ 50,791,344	$ 73,251,615	$ 406,332,033

Total Appropriations, All Funds:	$ 406,332,033
Total Unappropriated, All Funds:	$ 265,073
Total:	$ 406,597,106

MONTHLY SALARY SCHEDULE EFFECTIVE JULY 1, 2020

Title/Position	Salary Range	Title/Position	Salary Range
Accountant	$4,751 - $6,368	Emergency Manager	$5,923 - $7,938
Accountant, Senior	5,923 - 7,938	Employee & Labor Relations Mgr	7,539 - 10,104
Accounting Assistant	3,491 - 4,678	Engineer, City	8,565 - 11,478
Accounting Specialist	3,810 - 5,105	Engineer, City Transportation	7,898 - 10,584
Administrative Assistant	4,106 - 5,501	Engineer, Principal	8,565 - 11,478
Applications Development Mgr	7,356 - 9,856	Engineer 1, Project	6,373 - 8,541
Arborist Technician	3,810 - 5,105	Engineer 2, Project	7,356 - 9,856
Assistant City Attorney 1	5,923 - 7,938	Engineer, Senior	7,356 - 9,856
Assistant City Attorney 2	8,140 - 10,910	Engineering Technician 2	4,392 - 5,887
Assistant City Attorney 3	8,565 - 11,478	Engineering Technician 3	4,730 - 6,339
Assistant CDD Director	8,140 - 10,910	Events Coordinator	4,526 - 6,065
Asst. Director - General Services	7,539 - 10,104	Facilities Maintenance Technician	3,810 - 5,105
Assistant Finance Director	8,140 - 10,910	Facilities Supervisor	5,498 - 7,367
Assistant Public Works Director	9,330 - 12,503	Finance Director	10,429 - 13,976
Associate Judge	- 11,093	Financial Reporting Manager	6,851 - 9,182
Associate in Engineering	5,233 - 7,013	Fleet Manager	6,851 - 9,182
Benefits Specialist	4,751 - 6,368	Fleet Service Technician 1	3,810 - 5,105
Budget Coordinator	4,751 - 6,368	Fleet Service Technician 2	4,190 - 5,612
Business Analyst	5,107 - 6,844	Fleet Service Technician Lead	4,730 - 6,339
Business Development Liaison	6,373 - 8,541	General Manager - PRCA	7,539 - 10,104
Capital Campaign Manager - BCA	6,851 - 9,182	GIS Analyst	5,474 - 7,334
Case Manager	4,730 - 6,339	GIS Manager	7,356 - 9,856
City Attorney	11,308 - 15,154	GIS Specialist	4,526 - 6,065
City Building Official	8,140 - 10,910	Government Relations Manager	7,539 - 10,104
City Prosecutor	7,539 - 10,104	Graphics Designer	4,392 - 5,887
City Recorder	5,498 - 7,367	Help Desk Supervisor	5,107 - 6,844
City Recorder, Deputy	4,412 - 5,913	Human Resources Analyst, Senior	5,498 - 7,367
Code Compliance Officer	4,730 - 6,339	Human Resources Assistant	3,553 - 4,760
Community Development Director	10,188 - 13,653	Human Resources Director	9,662 - 12,948
Community Dev. Operations Mgr	6,373 - 8,541	Human Resources Specialist	4,751 - 6,368
Community Service Officer	4,314 - 5,780	Information Services Manager	7,898 - 10,584
Computer Service Technician	4,700 - 6,299	Information Services Specialist	5,498 - 7,367
Court Administrator	6,851 - 9,182	Inspector, Building	5,474 - 7,334
Court Clerk	3,348 - 4,486	Inspector, Building, Senior Field	6,373 - 8,541
Court Clerk, Senior	3,810 - 5,105	Inspector, Electrical	5,474 - 7,334
Court Operations Supervisor	4,751 - 6,368	Inspector, Electrical Lead	5,884 - 7,884
Crime Analyst	5,107 - 6,844	Inspector, Engineering, Senior Field	6,373 - 8,541
Deputy Police Chief	9,330 - 12,503	Inspector, Engineering Construction	4,730 - 6,339
Development Division Manager	8,140 - 10,910	Inspector, Engineering Construction Lead	5,084 - 6,813
Development Project Coordinator	5,474 - 7,334	Inspector, Plumbing	5,474 - 7,334
Development Project Manager	5,923 - 7,938	Inspector, Plumbing Lead	5,884 - 7,884
Development Project Mgr, Sr.	6,851 - 9,182	Inspector, Signals, Senior Field	6,373 - 8,541
DUII Court Coordinator	4,730 - 6,339	Intersection Photo Enforcement	- 5,238
Economic Development Manager	7,356 - 9,856	Inventory Control Technician	3,810 - 5,105
Economic Dev. Project Coord.	5,107 - 6,844	Judicial Assistant	3,810 - 5,105
Emergency Management Officer	5,107 - 6,844	Landscape Technician	3,569 - 4,782
Emerg. Mngmt Program Specialist	4,392 - 5,887	Legal Office Assistant	3,553 - 4,760

MONTHLY SALARY SCHEDULE EFFECTIVE JULY 1, 2020

Title/Position	Salary Range	Title/Position	Salary Range
Legal Services Manager	$5,498 - $7,367	Police Records Supervisor	$4,751 - $6,368
Legal Secretary	4,106 - 5,501	Police Sergeant	6,369 - 8,536
Librarian	4,392 - 5,887	Police Sr. Prop./Evidence Control Spec.	4,314 - 5,780
Librarian, Senior	4,730 - 6,339	Police Support Specialist	3,616 - 4,846
Library Assistant 1	2,867 - 3,843	Police Support Specialist, Senior	4,116 - 5,515
Library Assistant 2	3,156 - 4,228	Program Coordinator	4,730 - 6,339
Library Assistant, Senior	3,810 - 5,105	Program Coord. - Photo Radar	4,984 - 6,679
Library Building Monitor	3,348 - 4,486	Program Coord. - Public Works	4,730 - 6,339
Library Director	9,662 - 12,948	Program Coord. - Reprographics	4,730 - 6,339
Library Division Manager	5,923 - 7,938	Program Coord. - Victim Services	4,984 - 6,679
Library Outreach Specialist	4,392 - 5,887	Program Manager	5,923 - 7,938
Library Reference Assistant	3,569 - 4,782	Program Manager, Senior	6,851 - 9,182
Library Supervisor	5,107 - 6,844	Programmer, Business Analyst	5,923 - 7,938
Management Analyst	5,107 - 6,844	Programmer Analyst	5,107 - 6,844
Management Analyst 2	5,498 - 7,367	Project Manager 1	5,923 - 7,938
Manager - Volunteer Services	5,107 - 6,844	Project Manager 2	6,851 - 9,182
Mayor	- 15,617	Project Specialist	4,526 - 6,065
Mayor's Office Director	10,429 - 13,976	Property and Facilities Manager	6,851 - 9,182
Media & Communications Officer	5,498 - 7,367	Public Engagement Manager	7,539 - 10,104
Municipal Judge	- 13,313	Public Information Coordinator	4,730 - 6,339
Office Supervisor	4,751 - 6,368	Public Works Director	10,188 - 13,653
Organizational Dev. Program Manager	5,923 - 7,938	Public Works Equipment Operator	4,087 - 5,476
Payroll Administrator	4,751 - 6,368	Public Works Lead	4,730 - 6,339
Permit Coordinator	4,087 - 5,476	Public Works Manager	7,356 - 9,856
Permit Technician	3,810 - 5,105	Public Works Supervisor	5,498 - 7,367
Planner, Assistant	4,730 - 6,339	Public Works Supervisor - Arborist	5,498 - 7,367
Planner, Associate	5,084 - 6,813	Public Works Technician	3,810 - 5,105
Planner, Principal Transportation	7,356 - 9,856	Purchasing Agent	5,107 - 6,844
Planner, Senior	5,923 - 7,938	Records Manager	5,923 - 7,938
Planner, Senior Transportation	6,373 - 8,541	Records Management Specialist	4,392 - 5,887
Planning Division Manager	8,140 - 10,910	Risk and Safety Officer	5,498 - 7,367
Planning Manager	6,851 - 9,182	Sign and Marking Lead	4,730 - 6,339
Planning Technician	3,569 - 4,782	Sign and Marking Technician	4,087 - 5,476
Plans Examiner 1	4,730 - 6,339	Site Development Division Manager	8,140 - 10,910
Plans Examiner 2	5,498 - 7,367	Supervising Communications Analyst	6,851 - 9,182
Plans Examiner, Senior	6,373 - 8,541	Supervising Electrician	5,884 - 7,884
Plans Examiner, Senior Structural	6,373 - 8,541	Support Specialist 1	3,156 - 4,228
Plans Examiner, Structural	5,626 - 7,539	Support Specialist 2	3,569 - 4,782
Police Captain	8,362 - 11,206	Support Specialist 3	3,810 - 5,105
Police Chief	10,429 - 13,976	Surveyor (PLS)	5,884 - 7,884
Police Community Srvcs Specialist	3,997 - 5,356	Sustainability Analyst	5,474 - 7,334
Police Lieutenant	7,271 - 9,743	Systems Analyst	5,107 - 6,844
Police Officer	5,332 - 7,144	Traffic Safety Program Specialist	3,997 - 5,356
Police Property/Evidence Control Spec.	3,997 - 5,356	Traffic Signal Electrician	5,474 - 7,334
Police Records Manager	5,923 - 7,938	Traffic Signal Maintenance Lead	5,474 - 7,334

MONTHLY SALARY SCHEDULE EFFECTIVE JULY 1, 2020

Title/Position	Salary Range	Title/Position	Salary Range
Utility Billing Supervisor	$4,751 - $6,368	Water Distribution Technician 2	$4,087 - $5,476
Utility Worker	3,156 - 4,228	Water Quality Technician 2	4,087 - 5,476
Water Lead	5,084 - 6,813	Web Analyst	5,498 - 7,367
Water Distribution Technician 1	3,810 - 5,105	Web Manager	6,373 - 8,541

TRANSFERS

Fund From	Fund To	Amount	Purpose
General	Lodging Tax Fund	$645,192	Subsidy of 100% of the Arts Program Operating Costs
	Special Revenue Debt Fund	1,030,144	Debt service expense for Special Revenue Bonds for city projects
	Capital Development Fund	187,986	Provide funding for the Public Safety Center plaza and entryway
	Capital Projects Fund	200,000	Provide funding for Allen / 92nd to Scholls Ferry sidewalk
		118,500	Provide funding for Laurelwood Ave. sidewalk
		80,000	Provide funding for Western Ave (5th - Allen) Improvements
		175,000	Provide funding for Quiet Zones
		135,000	Provide funding for Canyon Rd. Intersection Improvement
	Reprographics	954,669	Printing, copying usage and postage & mailing expense
	Garage	1,207,180	Vehicle usage, maintenance, fuel & replacement
	Information Systems	1,909,699	Data processing usage
		129,700	Police allocation for maintenance contracts
		12,600	Communications expense for the Regional Info System
		146,075	Business Programmer Analyst matrixed to Police
		111,676	Information Services Specialist matrixed to Police
		218,554	1.5 FTE Programmer Anaysts matrixed to Municipal Court
		42,419	.75 FTE Computer Specialist matrixed to CDD's DRP Project
		231,028	2 FTE Business Analysts matrixed to CDD's DRP Project
		328,899	Geographical Information Services (GIS)
	Public Works Admin	162,466	Public Works management
	Insurance	514,226	Insurance and self-insurance costs
		8,541,013	
Street	General	464,306	Overhead
		16,275	Building maintenance
		1,167,804	Landscape services
		13,910	Beaverton Building operating expense allocation
	Capital Projects	200,000	Provide funding for Allen/92nd to Scholls Ferry sidewalk project
		118,500	Provide funding for Laurelwood Ave. sidewalk
		54,094	Traffic Calming Projects
		135,000	Canyon Road Intersection Improvements
		60,000	Active Transportation Projects
		150,000	Citywide Fiber Connection
	Reprographics	5,226	Printing, copying usage and postage & mailing expense
	Garage	341,584	Vehicle usage, maintenance, fuel & replacement
	Information System	105,890	Data processing usage
		17,209	GIS services
	Public Works Admin	312,673	Public Works management
	Insurance	199,452	Insurance and self-insurance costs
		3,361,923	

TRANSFERS (continued)

Fund From	Fund To	Amount	Purpose
Building Operating	General	488,783	Overhead
		79,483	Beaverton Building operating expense allocation
		19,504	Web management allocation
			Reimbursement of subsidy provided to Building Operating
		261,112	Fund during the economic downturn (FY05-06 - FY13-14)
	Reprographics	8,130	Printing, copying usage and postage & mailing expense
	Garage	46,431	Vehicle usage, maintenance, fuel & replacement
	Information Systems	134,338	Data processing usage
		43,711	.30 FTE Programmer Analyst
		14,140	Systems Analyst dedicated to the DRP project
		77,009	25% of two Business Analysts dedicated to the DRP project
		1,172,641	
Community Dev Block Grant	Reprographics	1,161	Printing, copying usage and postage & mailing expense
Lodging Tax (TLT) Fund	General	2,643	Web management allocation
	Special Revenue Debt	1,364,256	Debt service payment on the PRCA bond issue
	Reprographics	22,066	Printing, copying usage and postage & mailing expense
	Information Systems	18,204	Information Systems
		1,407,169	
Traf Impact/Development Tax	General	27,877	Overhead
		4,378	Beaverton Building operating expense allocation
	Capital Projects	2,295,000	Street Capital Improvements
	Reprographics	1,742	Printing, copying usage and postage & mailing expense
	Information Systems	8,134	Data processing usage
		2,337,131	
Library	General	1,020,189	Overhead
		34,246	Web management allocation
		104,579	Landscape services
	Reprographics	116,139	Printing, copying usage and postage & mailing expense
	Garage	15,250	Vehicle usage, maintenance, fuel & replacement
	Information Systems	235,875	Data processing usage
		134,172	Computer service technician assigned to the Library
	Insurance	139,465	Liability, fire and property insurance
		1,799,915	
Capital Projects	Capital Projects	65,906	Inter-fund transfer for Traffic Calming Projects
Assessment #1	General Fund	1,285	Close out remaining balances to General Fund
	Storm Drain	800	Reimbursement for 7th Street LID Project
		2,085	
Water	General	518,656	Overhead
		135,149	Accounting services provided by the General Fund
		21,522	Building maintenance
		21,892	Beaverton Building operating expense allocation
		87,150	Landscape services

TRANSFERS (continued)

Fund From	Fund To	Amount	Purpose
	Water Debt Service	4,432,135	Debt service
	Water Construction	2,000,000	Provide funding for various JWC and planned capital projects.
	WIFIA Water Construction	630,000	Provide funding for Sexton Mtn. Pump Station
	Reprographics	5,806	Printing, copying usage and postage & mailing expense
	Garage	149,816	Vehicle usage, maintenance, fuel & replacement
	Information Systems	241,666	Data processing usage
		82,334	Specific software maintenance
		187,127	GIS services
	Public Works Admin	295,393	Public Works management
	Insurance	285,990	Insurance and self-insurance costs
		9,094,636	
Sewer	General	299,618	Overhead
		58,917	Accounting services provided by the General Fund
		8,008	Building maintenance
		14,112	Beaverton Building operating expense allocation
		17,430	Landscape services
	Reprographics	3,483	Printing, copying usage and postage & mailing expense
	Garage	169,641	Vehicle usage, maintenance, fuel & replacement
	Information Systems	185,347	Data processing usage
		65,833	Specific software maintenance
		110,410	GIS services
	Public Works Admin	153,900	Public Works management
	Insurance	205,671	Insurance and self-insurance costs
		1,292,370	
Water Construction	WIFIA Water Construction	11,230,674	To fund various Water Infrastructure projects that are financed (49%) by Water Infrastructure Financing & Innovation Act (WIFIA).
Storm Drain	General	413,417	Overhead
		58,917	Accounting services provided by the General Fund
		13,512	Building maintenance
		17,430	Landscape services
		10,710	Beaverton Building operating expense allocation
	Reprographics	3,483	Printing, copying usage and postage & mailing expense
	Garage	223,887	Vehicle usage, maintenance, fuel & replacement
	Information Systems	107,085	Data processing usage
		62,833	Specific software maintenance
		160,509	GIS services
	Public Works Admin	257,139	Public Works management
	Insurance	155,316	Insurance and self-insurance costs
		1,484,238	
Reprographics	General	5,167	Web management allocation
	Information Systems	35,591	Data processing usage
	Insurance	7,651	Insurance and self-insurance costs
		48,409	

TRANSFERS (continued)

Fund From	Fund To	Amount	Purpose
Garage	General	6,299	Building maintenance
	Information Systems	46,154	Data processing usage
		10,000	Specific software maintenance
	Public Works Admin	132,927	Public Works management
	Insurance	58,747	Insurance and self-insurance costs
		254,127	
Information Systems	Reprographics	3,484	Printing, copying usage and postage & mailing expense
	Insurance	8,281	Insurance and self-insurance costs
		11,765	
Public Works Admin	General Fund	87,150	Landscape services
		128,700	Web management allocation for Engineering and Operations
	Reprographics	24,389	Printing, copying usage and postage & mailing expense
	Information Systems	61,866	Data processing usage
		302,105	
Insurance Agency	General	60,799	Overhead
		43,944	Accounting services provided by the General Fund
	Reprographics	2,320	Printing, copying usage and postage & mailing expense
	Information Systems	12,809	Data processing usage
		119,872	
BURA Tax Increment Fund	General	806,828	Reimbursement for BURA Program Admin Program expense in CDD plus 14.59% general overhead
		289,386	Reimbursement for 3 new FTE in support of the BURA program initiatives.
	Reprographics	1,742	Printing, copying usage and postage & mailing expense
	BURA Debt Service Fund	3,166,248	Funding for BURA bond principal and interest payment
		4,000,000	Funding for BURA Activities & Program Fund
		8,264,204	
	TOTAL	$50,791,344	

Glossary

- Acronyms
- Budget Glossary

Beaverton
OREGON

ACRONYMS

TERM	STANDS FOR
ASR	Aquifer Storage and Recovery
AV	Assessed Value
BAC	Beaverton Arts Commission
BAM	Beaverton Arts Mix
BCCI	Beaverton Committee for Community Involvement
BOLD	Beaverton Organizing and Leadership Development
BPA	Beaverton Police Association
BPD	Beaverton Police Department
B-SOBR	Beaverton Sobriety Opportunity for Beginning Recovery
BURA	Beaverton Urban Redevelopment Agency
CAFR	Comprehensive Annual Finance Report
CAPER	Consolidated Annual Performance & Evaluation Report
CCF	Centum (100) Cubic Feet
CDBG	Community Development Block Grant Fund
CDD	Community Development Department
CERT	Citizen Emergency Response Team
CIP	Capital Improvements Plan
CJIS	Criminal Justice Information Services
COBID	Certification of Office for Business Inclusion and Diversity
COPS	Community Oriented Policing
CWS	Clean Water Services
DAB	Diversity Advisory Board
DEI	Diversity, Equity, and Inclusion
DRP	Development Review Process
EMS	Emergency Management Services
EOC	Emergency Operations Center
FOG	Fats, Oils and Grease
FTE	Full Time Equivalent position
GAAP	Generally Accepted Accounting Principles
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GO	General Obligation Bond
HRAC	Human Rights Advisory Commission
HUD	Housing and Urban Development
IMT	Incident Management Team
ISD	Information Systems Department
JAG	Justice Assistance Grant
JDA	JustWare Document Automation

TERM	STANDS FOR
JWC	Joint Water Commission
MAV	Maximum Assessed Value
MDT	Mobile Data Terminal
MRT	Mobile Reponse Team
MSTIP	Major Streets Transportation Improvement Program
MWESB	Minority, Women, and Emerging Small Business
NAC	Neighborhood Association Committee
NPDES	National Pollutant Discharge Elimination System
ODOT	Oregon Department of Transportation
OPSRP	Oregon Public Service Retirement Plan
OTBC	Oregon Technology Business Center
PERS	Public Employee Retirement System
POAP	Purchase Order / Accounts Payable module
PRCA	Patricia Reser Center for the Arts
PSB	Public Safety Building
RegJIN	Regional Justice Information Network
RFQ	Request for Quote or Request for Qualifications
RMV	Real Market Value
SDC	System Development Charges
SDV	Service Disabled Veterans
SEIU	Service Employees International Union
SRO	School Resource Officer
STAR	Sustainability Tools for Assessing & Rating
STEM	Science, Technology, Engineering and Math
TDT	Transportation Development Tax
THPRD	Tualatin Hills Park and Recreation District
TVCTV	Tualatin Valley Cable Television
TVF&R	Tualatin Valley Fire and Rescue
TVWD	Tualatin Valley Water District
URAC	Urban Renewal Advisory Committee
USB	Urban Service Boundary
WCCLS	Washington County Cooperative Library Services
WCMS	Web Content Management System
WIF	Willamette Intake Facility Commission
WIFIA	Water Infrastructure Financing Innovation Act
WIN	Westside Interagency Narcotics
WINCS	Windows Court System
WWSP	Willamette Water Supply Project

BUDGET GLOSSARY

Accrual Basis A method of accounting recognizing transactions when they occur without regard toward cash flow timing.

Ad Valorem Tax A property tax computed as a percentage of the value of taxable property. See "Assessed Value."

Amortization An accounting term that refers to the process of allocating the cost of an intangible asset over a period of time. It also refers to the repayment of loan principal over time.

Annexation The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Appropriation A legal authorization made by the City Council to incur obligations and make expenditures for specific purposes, and shall be limited to a single fiscal year.

Assessed Value The value set on real and personal property in order to establish a basis for levying taxes. It is the lesser of the property's maximum assessed value or real market value.

Balanced Budget A budget is considered balanced when the fund's total resources of beginning fund balance or working capital, revenues and other financing sources is equal to the total of expenditures, other financing uses and ending fund balance, contingency or working capital.

Bancroft Bond To provide purchasers of homes or multifamily dwellings with Bancroft financing of system development charges as an alternative to absorbing those charges into the long-term permanent financing of their homes.

Bond A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

Budget A written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

Budget Calendar The schedule of key dates which the City follows in the preparation and adoption of the budget.

Budget Committee A fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters.

Budget Document The estimates of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

Budget Message A general discussion of the proposed budget as presented in writing by the Mayor to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial policy for the coming period.

Budget Transfers Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital Expenditure Items with a value of $10,000 or more which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings. These items are recorded in the City's fixed asset system and depreciated over their useful lives.

Capital Improvements Program (CIP) A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long term work program.

Capital Outlay Items with a value of $10,000 or more which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings. These items are recorded in the City's fixed asset system and depreciated over their useful lives.

Capital Projects A long term major improvement or acquisition of equipment or property for public use.

CDBG Community Development Block Grant Fund. A fund used to account for entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD).

Contingency An appropriation of funds to cover unforeseen events and emergencies which occur during the fiscal year.

Debt Service Payment of general long-term debt principal and interest.

Debt Service Fund A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise.

BUDGET GLOSSARY

Departments A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy of obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Encumbrance Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund A fund established to account for operations that are financed and operated in a manner similar to private business enterprise in that the costs of providing services to the general public on a continuing basis are recovered primarily through user charges. An example would be the Water Fund or Sewer Fund.

EOC Emergency Operations Center is the space where the City consults and manages emergency events.

Expenditure This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year A twelve month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (July 1 through June 30 for all Oregon municipalities.)

Forfeiture The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

FTE Full time equivalent position is equal to a position working 40 hours per week or 2080 hours per year.

Fund A sum of money or other resources set aside for a specific purpose. A division in a budget segregating independent fiscal and accounting requirements.

Fund Balance The excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period. A negative fund balance is sometimes called a deficit.

General Fund A fund used to account for financial operations of the City which are not accounted for in any other fund. The primary source of revenue are property taxes, franchise fees, state and local shared revenues, licenses and permits, and charges for services provided to other funds. Primary expenditures in the General Fund are made for police and fire protection, public works and general government.

General Obligation Bonds Bonds for which the full faith and credit of the insuring government are pledged for payment.

Goal A statement of broad direction, purpose or intent; the purpose toward which an endeavor is directed.

Governmental Funds Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

Interfund Loans A loan made by one fund to another and authorized by resolution or ordinance.

Internal Service Fund A fund used to account for fiscal activities when goods or services are provided by one department to other departments.

Levy The amount of ad valorem tax certified by a local government for the support of governmental activities.

Local Improvement District The property which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

Major Fund Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report.

Maximum assessed value (MAV) The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Modified accrual basis A form of accrual accounting in which expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

BUDGET GLOSSARY

Non-Major Funds Generally those funds that are smaller and not as significant when compared in whole to the City's operations. Examples of the City's Non-major funds are the State Revenue Sharing Fund, the Building Operation Fund, and the Capital Development Fund.

Objective A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

Operating Budget The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personal services, supplies, utilities, materials, and capital outlay.

Operating rate The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will raise.

Ordinance A formal legislative enactment by the governing board of a municipality.

Organizational unit Any administrative subdivision of the local government, especially one charged with carrying on one or more specific function (such as a department, office or division).

PERS The Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Performance Measures Specific quantitative measures of work performed within an activity or program.

Permanent rate limit The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

Personnel Services Payroll expenses, such as wages, Social Security, medical and dental insurance benefits and retirement contributions.

Program A group of related activities aimed at accomplishing a major service or function for which the municipality is responsible.

Property taxes Ad valorem tax certified to the county assessor by a local government unit.

Proprietary Funds Funds that focus on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

Real Market Value (RMV) The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's length transaction as of the assessment date. In most cases, the value used to test the constitutional limit.

Reserve Fund A fund established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.

Resolution A formal order of a governing body, lower legal status than an ordinance.

Resources Total amount available for appropriation, consisting of estimated beginning funds on hand plus anticipated revenues.

Revenues Funds that the government receives as income such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Bonds Bonds issued pledging future revenues, usually water, sewer, or storm drainage charges, to cover debt payments in addition to operating costs.

Risk Management An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Special Revenue Fund A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.

System Development Charges (SDC) A charge levied on new construction to help pay for additional expenses created by this growth or to compensate for already existing capacity in key facilities and systems already in place which support the new development.

Supplemental Budget A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax levy.

Tax Rate The amount of property tax paid by property owners for each $1,000 of their property's assessed value.

BUDGET GLOSSARY

Transfers Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Trust Fund A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated Ending Fund Balance An amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget.

Working Capital Working Capital as used in the budget document refers to the amount of cash resources that a fund has either at the beginning of the fiscal year (Beginning Working Capital) or at the end of the fiscal year (Ending Working Capital).