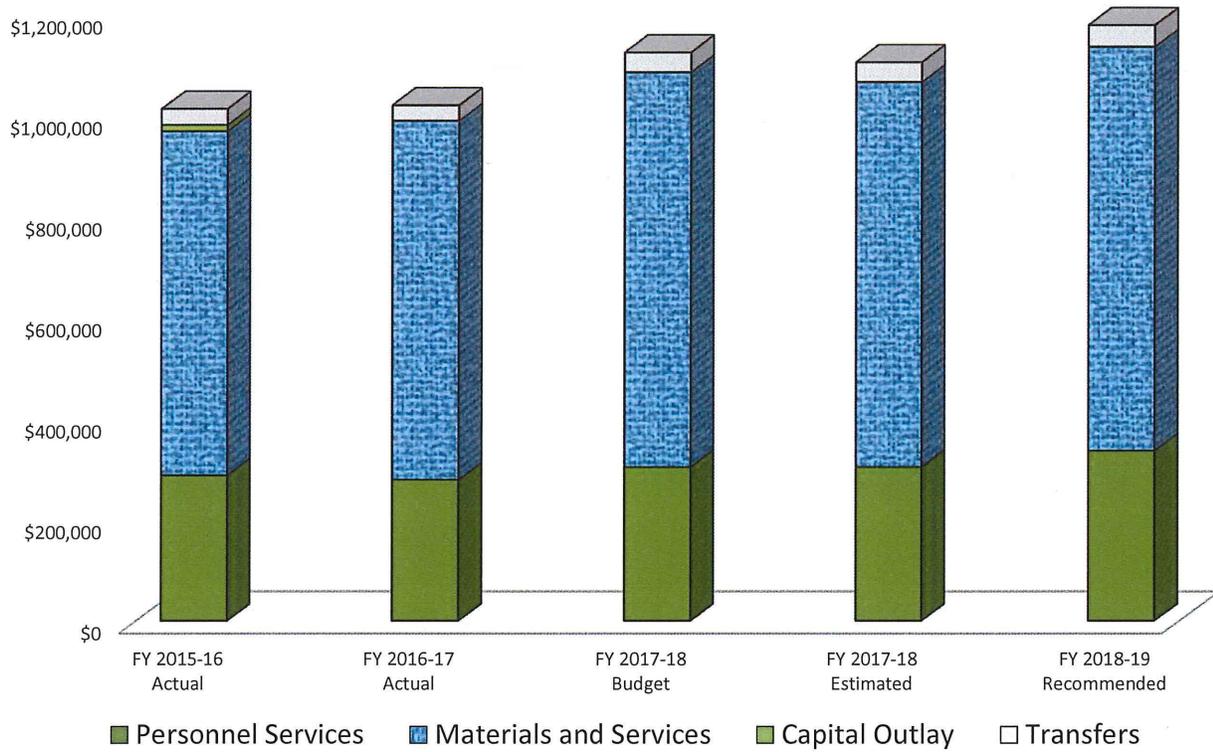




# REPROGRAPHICS FUND

## RECOMMENDED FY 18-19



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	Reprographics					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
CLASS						
Personnel Services	\$291,815	\$283,076	\$308,199	\$308,116	\$340,368	10.44%
Materials and Services	678,276	707,516	778,142	758,975	796,218	2.32%
Capital Outlay	12,511.00	-	-	-	-	N/A
Transfers	31,573	30,476	39,057	39,057	42,348	8.43%
<b>SUB-TOTAL</b>	<b>\$1,014,175</b>	<b>\$1,021,068</b>	<b>\$1,125,398</b>	<b>\$1,106,148</b>	<b>\$1,178,934</b>	
Contingency			80,938		35,468	
<b>TOTAL</b>	<b>\$1,014,175</b>	<b>\$1,021,068</b>	<b>\$1,206,336</b>	<b>\$1,106,148</b>	<b>\$1,214,402</b>	
FTE's	3.40	3.40	3.40		3.40	

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

**Personnel services:**

The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No Significant Change

**Materials and services:**

No Significant Change

**Capital outlay:**

No Significant Change

**Transfers:**

No Significant Change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> 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. Our work supports the Beaverton Community Vision goals *Build Community* and *Provide High Quality Public Services*.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$291,815	\$283,076	\$308,199	\$340,368	\$0
MATERIALS & SERVICES	678,276	707,516	778,142	796,218	0
CAPITAL OUTLAY	12,511	0	0	0	0
TRANSFERS	31,573	30,476	39,057	42,348	0
CONTINGENCY	0	0	80,938	35,468	0
<b>TOTAL</b>	<b>\$1,014,175</b>	<b>\$1,021,068</b>	<b>\$1,206,336</b>	<b>\$1,214,402</b>	<b>\$0</b>

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$123,343	\$132,265	\$102,561	\$101,765	\$0
Miscellaneous Revenue	8,624	9,739	1,900	2,700	0
Transfer from Other Funds	1,014,474	981,625	1,101,875	1,109,937	0

**Services and Trends:**

The Reprographics Program 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 assist with suggestions toward a quality outcome of projects in a timely manner
- Provide first-class customer service and promote a team-oriented work environment
- Provide creative and informative graphic design and print/copy services
- Assist in the implementation of city branding efforts (*Vision Action #2: Create a Beaverton brand and market identity*)
- Promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same high standards of Graphic Services
- Distribute incoming mail and packages to city staff with efficiency and alert to safety concerns
- Serve as a resource to city departments in determining cost effective postage rates and efficient mail design/preparation to maximize public communication

**Budget Highlights:**

The Reprographics Program is committed to incorporating sustainability goals into the provision of services and products to city staff and Beaverton citizens (*Vision Target "Be a national leader in sustainable practices and programs"*):

- Nearly 90% of all copier paper has 100% recycled content.
- The *PaperCut* copier management system saves more than 25,000 sheets of paper annually and provides a secure, convenient method for printing and copying documents.
- Equipment for meetings and events are offered to 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.
- The program manages an inventory of central office supplies, including used items, to reduce waste.
- A web-based, paperless work order system is in the final stage of development.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
	<b>PROGRAM MANAGER:</b> SCOTT KELLER

All postage expenses appear in the Reprographics Fund in order to more effectively track and monitor 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. Due to a USPS price increase in postage in January 2018 and projected mail volumes through June 2019, the program proposes a 3.5 percent increase in the postage budget for FY2018-19. 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 goal of the program is to maintain a high standard of public communication about city programs and services at the most cost effective level possible. Increases in the supply budget (which provides paper for all city programs) are minimized through a combination of bulk purchase of paper products from government contracts and decreased use of paper overall (as a result of attention to waste reduction efforts).

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. We will continue streamlining procedures and implementing new programs to increase productivity and maintain customer satisfaction levels and improve the quality and professionalism of products produced.

**Program Objectives:**

- **Printing:** Provide print-ready copy, paper and specifications to outside vendors.
- **Copiers:** Provide complete service including paper, toner, and maintenance for copiers throughout city departments and programs.
- **Graphic Design:** Provide in-house graphic design or desktop publishing for all programs; encourage electronic forms for operating departments to decrease the use of paper.
- **Communication:** Meet with customers and stakeholders to ensure city guidelines are followed in the design of materials.
- **Meeting Agenda Packets:** Prepare Council and Commission information packets.
- **Equipment:** Schedule, check out and maintain equipment for departmental meeting and event needs, including audio/visual and display equipment, pool vehicles and durable dishware.
- **Administration and Support Services:** Support city departments by scheduling work, processing work orders, delivering finished products, processing monthly billings, and submitting bids and request for proposals for all equipment and printed work.
- **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. Monitor mail security for all incoming packages and parcels.
- **Supplies:** Purchase supplies and maintain inventories related to audio/visual, printing, mailing and reprographic equipment
- **Central Supplies:** Manage The Beaverton Building central office supply and reuse inventory/system.

**Progress on FY 2017-18 Action Plan:**

To further the Visioning goals of “Build Community” and “Be a leader in sustainable practices and programs” in our service area we:

- Expanded implementation of the *PaperCut* copier management system from 27% to 77% of city fleet copiers to minimize unnecessary copies, provide secured printing for sensitive materials, and to direct copy and print production to the most economical equipment (departmental vs. Reprographics).
- Partnered with ISD staff to implement an electronic work order submission system that will enable more efficient processing of work orders, enhance data tracking, and improve ease of submission by staff.
- Maintained a consolidated office supply system for reusable materials and a centralized purchasing system of many commonly used office supply materials.
- Assisted in the cost effective implementation of printing branded materials for city programs (Community Vision Action #2: *Create a Beaverton brand and market identity*). Continue to monitor mailing patterns and advise city departments on cost effective mailing practices in an attempt to maintain or reduce citywide postage expenses.
- Began exploring a new package notification system to ensure security and convenience for staff.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> SCOTT KELLER	

- Added two copiers for public use at the main library, replaced two departmental copiers at the end of their leases and are adding a second copier for the Finance Department's new office space.

**FY 2018-19 Action Plan:**

To further the Visioning goals of "Build Community" and "Be a leader in sustainable practices and programs" in our service area we will:

- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Complete implementation of the electronic work order submission system.
- Monitor mailing patterns and advise city departments on cost effective mailing practices in an attempt 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 18 department copiers at the end of their leases.

<b>Performance Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Total number of work requests	5,000	5,000	5,000 / 5,000	5,000
Outgoing mail (number of pieces)	1,008,409	1,484,898	1,300,000 / 1,390,000	1,400,000
Number of all-city mailings	12	16	17 / 15	17
Incoming packages received	3,588	3,562	3,800 / 3,600	3,600
A/V equipment check-outs	1,535	1,700	1,700	1,700
Pool vehicle check-outs	868	900	1,000	1,000
Copiers in city buildings	33 / 33	34	35 / 36	36
Number of copies printed city-wide	3,524,965	3,430,599	3,500,000 / 3,500,000	3,600,000
Quantity of paper with 100% recycled content	87%	90%	90% / 90%	90%

**Performance Outcomes and Program Trends:**

The program's mission has challenged staff to review all of our internal processes and eliminating unnecessary procedures and activities to provide valuable and timely service to operating departments. We continue to focus on improvements in efficiency and services:

- Continual evaluation of processing and bidding procedures to improve timeliness of work requests
- Purchasing stock in large quantities and/or via government price contracts to obtain the best prices possible
- Continual development of billing and inventory databases to accurately track costs and work requests for future forecasting
- Reprographics will continue to use recycled content paper to help preserve natural resources

The program continues to evaluate how to use changing copier technology to improve services, such as increased automated print and collating services in an effort to maximize use of staff time and funds.

The program will continue to promote sustainable practices to city departments, including double-sided copies, recycled-content paper, electronic communications, reusable materials for events and public meetings, and opportunities to promote printing to copiers to reduce toner and other toxic chemical usage.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-123,343	-132,265	-102,561	-102,561	-102,561	-107,986	-101,765
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-123,343	-132,265	-102,561	-102,561	-102,561	-107,986	-101,765
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-1,106	-1,864	-1,900	-1,171	-1,900	-2,700	-2,700
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389 MISCELLANEOUS REVENUES

-291	-6,742		-1,005	-1,005		
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399 REIMBURSEMENTS - OTHER

-140
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756 PERS RSRV DISTRIB-NON GAAP REV

-5,750
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

-1,477	-993		-572	-572		
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-8,624	-9,739	-1,900	-2,748	-3,477	-2,700	-2,700
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

-867,582	-833,840	-935,193	-539,400	-935,193	-934,821	-934,821
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412 TRSFERS FROM STREET FUND

-5,476	-4,138	-4,954	-2,848	-4,954	-4,435	-4,435
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419 TRSFERS FROM WATER FUND

-6,841	-4,890	-6,055	-2,959	-6,055	-6,099	-6,099
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421 TRSFERS FROM SEWER FUND

-2,896	-2,422	-2,477	-1,592	-2,477	-3,050	-3,050
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426 TRSFERS FROM ISD

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-3,173		-1,908		-1,651		-948	-1,651	-1,663		-4,436			
428	TRSFR FR BUILDING OPERATING FD													
	-9,044		-7,578		-8,807		-4,326	-8,807	-7,762		-7,762			
430	TRANSFER FROM LIBRARY FUND													
	-84,279		-97,043		-103,482		-66,632	-103,482	-108,680		-108,680			
431	TRSFR FR GIS FUND													
	-1,978		-1,522		-1,651		-1,415	-1,651	-2,773					
432	TRSFR FR PUBLIC WRKS ADMN FUND													
	-23,017		-22,358		-24,219		-17,160	-24,219	-25,506		-25,506			
433	TRSFERS FROM CDBG FUND													
	-568		-812		-826		-342	-826	-832		-832			
437	TRSFERS FRM INSURANCE FUND													
	-3,059		-2,130		-3,304		-1,143	-3,304	-3,328		-3,328			
0156 438	TRSFERS FRM BEAVERTON ARTS COMM													
	-2,227													
441	TRSFERS FR STORM DRAIN FUND													
	-3,248		-2,373		-2,477		-1,526	-2,477	-3,050		-3,050			
442	TRANSFER FROM THE TLT FUND													
					-3,201		-2,328	-3,201	-5,444		-5,444			
444	TRSFR FROM BURA GENERAL FUND													
					-2,752		-900	-2,752	-1,662		-1,662			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-1,086		-611		-826		-341	-826	-832		-832			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,014,474		-981,625		-1,101,875		-643,860	-1,101,875	-1,109,937		-1,109,937			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,146,441		-1,123,629		-1,206,336		-749,169	-1,207,913	-1,220,623		-1,214,402			

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

080 SENIOR PROGRAM MANAGER

39,984 .40 40,772 .40 41,493 .40 33,594 43,086 44,161 .40 44,161 .40

186 PROGRAM COORDINATOR

60,663 1.00

221 SUPPORT SPECIALIST 2

96,540 2.00 98,617 2.00 104,538 2.00 81,448 103,947 109,714 2.00 54,085 1.00

254 GRAPHIC DESIGNER

61,882 1.00 46,443 1.00 52,054 1.00 41,614 53,689 57,284 1.00 57,284 1.00

299 PAYROLL TAXES AND FRINGES

93,409 97,244 110,114 86,247 107,394 117,602 124,175

TOTAL CLASS: 05 PERSONNEL SERVICES

291,815 3.40 283,076 3.40 308,199 3.40 242,903 308,116 328,761 3.40 340,368 3.40

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

278 183 375 321 200 325 325

302 POSTAGE EXPENSE

234,229 240,579 245,000 180,938 244,166 253,575 253,575

303 OFFICE FURNITURE & EQUIPMENT

1,002 590 1,500 645 1,500 1,500

304 DEPARTMENT EQUIPMENT EXPENSE

11,113 6,914 12,000 11,560 11,000 12,000 12,000

305 SPECIAL DEPARTMENT SUPPLIES

1,124 1,374 2,000 1,531 1,600 2,000 2,000

307 MEMBERSHIP FEES

200

315 REPROGRAPHIC SUPPLIES

44,944 47,915 51,500 51,002 50,967 51,500 51,500

317 COMPUTER EQUIPMENT

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
459														
318	COMPUTER SOFTWARE													
					3,320		2,605	2,605						
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,160		1,854		3,000		975	2,400	2,400		2,400			
371	EQUIPMENT OPER & MAINT EXPENSE													
	583		145		1,200		267	650	1,200		1,200			
481	OTHER EXPENSES													
	130,861		149,248		175,000		157,287	170,000	185,000		175,000			
511	PROFESSIONAL SERVICES													
	8,842		5,841		12,000		6,915	8,000	12,000		12,000			
536	MAINTENANCE CONTRACTS													
	1,439		1,583		2,400		1,742	1,742	1,800		1,800			
551	RENTS AND LEASES													
	242,242		251,290		268,647		264,915	265,000	282,918		282,918			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	678,276		707,516		778,142		680,058	758,975	806,218		796,218			
CLASS: 15 CAPITAL OUTLAY														
601	OFFICE MACHINES AND EQUIPMENT													
	12,511													
TOTAL CLASS: 15 CAPITAL OUTLAY														
	12,511													
CLASS: 25 TRANSFERS														
818	TRSFERS TO ISD-ALLOCATED													
	27,478		25,153		32,936		27,447	32,936	36,227		36,227			
819	TRSFERS TO INSURANCE FUND													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	4,095		5,323		6,121		5,101	6,121	6,121		6,121			
TOTAL CLASS: 25 TRANSFERS														
	31,573		30,476		39,057		32,548	39,057	42,348		42,348			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED														
					80,938				43,296		35,468			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					80,938				43,296		35,468			
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT														
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	955,509	1,106,148	1,220,623	3.40	1,214,402	3.40		

0159

**REPROGRAPHICS**  
**FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
80	SENIOR PROGRAM MANAGER	0.40	0.40					0.40
186	PROGRAM COORDINATOR	0.00	0.00					0.00
221	SUPPORT SPECIALIST 2	2.00	2.00					2.00
254	GRAPHIC DESIGNER	1.00	1.00					1.00
	<b>Total</b>	<b>3.40</b>	<b>3.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.40</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
80	SENIOR PROGRAM MANAGER	0.40					0.40
186	PROGRAM COORDINATOR	0.00			1.00 <sup>a</sup>		1.00
221	SUPPORT SPECIALIST 2	2.00			(1.00) <sup>a</sup>		1.00
254	GRAPHIC DESIGNER	1.00					1.00
	<b>Total</b>	<b>3.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.40</b>

<sup>a</sup> FY 18-19 reflects reclassification of a Support Specialist 2 position to a Program Coordinator position.

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
	123,343		132,265		102,561		102,561	107,986		101,765			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	123,343		132,265		102,561		102,561	107,986		101,765			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	1,106		1,864		1,900		1,900	2,700		2,700			
389	MISCELLANEOUS REVENUES												
	291		6,742				1,005						
399	REIMBURSEMENTS - OTHER												
			140										
756	PERS RSRV DISTRIB-NON GAAP REV												
	5,750												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	1,477		993				572						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	8,624		9,739		1,900		3,477	2,700		2,700			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	867,582		833,840		935,193		935,193	934,821		934,821			
412	TRSFERS FROM STREET FUND												
	5,476		4,138		4,954		4,954	4,435		4,435			
419	TRSFERS FROM WATER FUND												
	6,841		4,890		6,055		6,055	6,099		6,099			
421	TRSFERS FROM SEWER FUND												
	2,896		2,422		2,477		2,477	3,050		3,050			
426	TRSFERS FROM ISD												
	3,173		1,908		1,651		1,651	1,663		4,436			
428	TRSFER FR BUILDING OPERATING FD												
	9,044		7,578		8,807		8,807	7,762		7,762			
430	TRANSFER FROM LIBRARY FUND												
	84,279		97,043		103,482		103,482	108,680		108,680			
431	TRSFER FR GIS FUND												
	1,978		1,522		1,651		1,651	2,773					
432	TRSFER FR PUBLIC WRKS ADMN FUND												
	23,017		22,358		24,219		24,219	25,506		25,506			
433	TRSFERS FROM CDBG FUND												
	568		812		826		826	832		832			
437	TRSFERS FRM INSURANCE FUND												
	3,059		2,130		3,304		3,304	3,328		3,328			

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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50%  
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

426 TRSFERS FROM ISD

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

428 TRSFR FR BUILDING OPERATING FD

430 TRANSFER FROM LIBRARY FUND

431 TRSFR FR GIS FUND

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

432 TRSFR FR PUBLIC WRKS ADMN FUND

433 TRSFERS FROM CDBG FUND

437 TRSFERS FRM INSURANCE FUND

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
438	TRSFERS FRM BEAVERTON ARTS COMM												
	2,227												
441	TRSFERS FR STORM DRAIN FUND												
	3,248		2,373		2,477		2,477	3,050		3,050			
442	TRANSFER FROM THE TLT FUND												
					3,201		3,201	5,444		5,444			
444	TRSFER FROM BURA GENERAL FUND												
					2,752		2,752	1,662		1,662			
449	TSFR FR TRANS DEVL TAX/TIF FD												
	1,086		611		826		826	832		832			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,014,474		981,625		1,101,875		1,101,875	1,109,937		1,109,937			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,146,441		1,123,629		1,206,336		1,207,913	1,220,623		1,214,402			
TOTAL DEPARTMENT: 03 REVENUE													
	1,146,441		1,123,629		1,206,336		1,207,913	1,220,623		1,214,402			

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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438 TRSFERS FRM BEAVERTON ARTS COMM

441 TRSFERS FR STORM DRAIN FUND

442 TRANSFER FROM THE TLT FUND

444 TRSFR FROM BURA GENERAL FUND

449 TSFR FR TRANS DEVL TAX/TIF FD

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES													
080	SENIOR PROGRAM MANAGER												
	39,984	.40	40,772	.40	41,493	.40	43,086	44,161	.40	44,161	.40		
186	PROGRAM COORDINATOR												
										60,663	1.00		
221	SUPPORT SPECIALIST 2												
	96,540	2.00	98,617	2.00	104,538	2.00	103,947	109,714	2.00	54,085	1.00		
254	GRAPHIC DESIGNER												
	61,882	1.00	46,443	1.00	52,054	1.00	53,689	57,284	1.00	57,284	1.00		
299	PAYROLL TAXES AND FRINGES												
	93,409		97,244		110,114		107,394	117,602		124,175			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	291,815	3.40	283,076	3.40	308,199	3.40	308,116	328,761	3.40	340,368	3.40		
CLASS: 10 MATERIALS & SERVICES													
301	OFFICE EXPENSE												
	278		183		375		200	325		325			
302	POSTAGE EXPENSE												
	234,229		240,579		245,000		244,166	253,575		253,575			
303	OFFICE FURNITURE & EQUIPMENT												
	1,002		590		1,500		645	1,500		1,500			
304	DEPARTMENT EQUIPMENT EXPENSE												
	11,113		6,914		12,000		11,000	12,000		12,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,124		1,374		2,000		1,600	2,000		2,000			
307	MEMBERSHIP FEES												
					200								
315	REPROGRAPHIC SUPPLIES												
	44,944		47,915		51,500		50,967	51,500		51,500			
317	COMPUTER EQUIPMENT												
	459												
318	COMPUTER SOFTWARE												
					3,320		2,605						
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,160		1,854		3,000		2,400	2,400		2,400			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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080	SENIOR PROGRAM MANAGER	
186	PROGRAM COORDINATOR	FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.
221	SUPPORT SPECIALIST 2	MAILROOM AND GRAPHIC SERVICES SUPPORT. FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.
254	GRAPHIC DESIGNER	FY 16-17 REFLECTS REDUCTION DUE TO POSITION BEING FILLED AT A LOWER STEP.
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE	GRAPHIC SERVICES OFFICE SUPPLIES \$325
302	POSTAGE EXPENSE	CITY POSTAGE COSTS - INCREASE DUE TO 2% USPS RATE INCREASE IN 1/2018 AND PROJECTED MAIL VOLUMES FOR FY2018-19 \$253,575
303	OFFICE FURNITURE & EQUIPMENT	GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,500
304	DEPARTMENT EQUIPMENT EXPENSE	CITY AV EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$12,000
305	SPECIAL DEPARTMENT SUPPLIES	MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$1,650 MISCELLANEOUS AV SUPPLIES (BATTERIES, CORDS, ETC.) \$350
307	MEMBERSHIP FEES	DECREASE DUE TO NO PROPOSED MEMBERSHIP FEES FOR FY18-19.
315	REPROGRAPHIC SUPPLIES	PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$45,000 INK, PAPER AND OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$4,000 CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$2,500
317	COMPUTER EQUIPMENT	NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE	NO REQUEST
321	TRAVEL, TRAINING & SUBSISTENCE	TRAINING CLASSES NOT OFFERED BY HR (4 CLASSES AT \$600 EACH) DECREASE DUE TO PROJECTED CLASSES \$2,400

City of Beaverton - Finance  
Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
371	EQUIPMENT OPER & MAINT EXPENSE												
	583		145		1,200		650	1,200		1,200			
481	OTHER EXPENSES												
	130,861		149,248		175,000		170,000	185,000		175,000			
511	PROFESSIONAL SERVICES												
	8,842		5,841		12,000		8,000	12,000		12,000			
536	MAINTENANCE CONTRACTS												
	1,439		1,583		2,400		1,742	1,800		1,800			
551	RENTS AND LEASES												
	242,242		251,290		268,647		265,000	282,918		282,918			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	678,276		707,516		778,142		758,975	806,218		796,218			
CLASS: 15 CAPITAL OUTLAY													
601	OFFICE MACHINES AND EQUIPMENT												
	12,511												
TOTAL CLASS: 15 CAPITAL OUTLAY													
	12,511												
CLASS: 25 TRANSFERS													
818	TRSFERS TO ISD-ALLOCATED												
	27,478		25,153		32,936		32,936	36,227		36,227			
819	TRSFERS TO INSURANCE FUND												
	4,095		5,323		6,121		6,121	6,121		6,121			
TOTAL CLASS: 25 TRANSFERS													
	31,573		30,476		39,057		39,057	42,348		42,348			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					80,938			43,296		35,468			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					80,938			43,296		35,468			
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM													
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	1,106,148	1,220,623	3.40	1,214,402	3.40		
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT													
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	1,106,148	1,220,623	3.40	1,214,402	3.40		
TOTAL FUND: 601 REPROGRAPHICS FUND													
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	1,106,148	1,220,623	3.40	1,214,402	3.40		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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371	EQUIPMENT OPER & MAINT EXPENSE	SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200
481	OTHER EXPENSES	OUTSIDE VENDOR PRINTING SERVICES FOR THE CITY (INCREASE DUE TO PROJECTED EXPENSES) \$125,000 PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND ALL-CITY MAILINGS \$50,000
511	PROFESSIONAL SERVICES	CONTRACT AND PROFESSIONAL SERVICES \$5,000 MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000 GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000
536	MAINTENANCE CONTRACTS	PAPER CUTTER MAINTENANCE AGREEMENT \$1,800 DECREASE DUE TO NO CONTRACT AVAILABILITY FOR ARRIVAL INCOMING PACKAGE TRACKING SYSTEM
551	RENTS AND LEASES	COPIER AND EQUIPMENT LEASES (INCREASE DUE TO 4 NEW MACHINES ADDED TO COPIER FLEET IN FY17-18 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY18-19) \$268,000 AUXILIARY SERVICES SHARE OF HARVEST COURT STORAGE FACILITY LEASE \$2,000 POSTAGE METER ANNUAL LEASE CHARGES \$8,600 SEND SUITE PACKAGE TRACKING SYSTEM (LEASE TO OWN SYSTEM); REPLACES OUT-OF-DATE ARRIVAL SYSTEM NO LONGER SUPPORTED BY VENDOR; PARTIALLY OFFSET BY REDUCED MAINTENANCE CONTRACT) \$4,318
601	OFFICE MACHINES AND EQUIPMENT	
818	TRSFERS TO ISD-ALLOCATED	ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$36,227
819	TRSFERS TO INSURANCE FUND	ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.
991	CONTINGENCY - UNRESERVED	

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	864			43,087				43,086	18,928	62,014
601-25-0721-05-221	SUPPORT SPECIALIST 2	2.00	4,160	24		103,043	904			103,947	62,832	166,779
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,080	36		51,915	1,281		493	53,689	25,634	79,323
	REPROGRAPHICS PROGRAM	3.40	7,104	60		198,045	2,185		493	200,722	107,394	308,116
	**** DEPARTMENT TOTAL ****	3.40	7,104	60		198,045	2,185		493	200,722	107,394	308,116

0169

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	864			44,161				44,161	21,110	65,271
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,080	20		59,800	863			60,663	48,208	108,871
601-25-0721-05-221	SUPPORT SPECIALIST 2	2.00	4,160	20		108,149	775			108,924	70,913	179,837
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,080	20		56,468	816			57,284	30,167	87,451
	REPROGRAPHICS PROGRAM	4.40	9,184	60		268,578	2,454			271,032	170,398	441,430
	**** DEPARTMENT TOTAL ****	4.40	9,184	60		268,578	2,454			271,032	170,398	441,430

0170