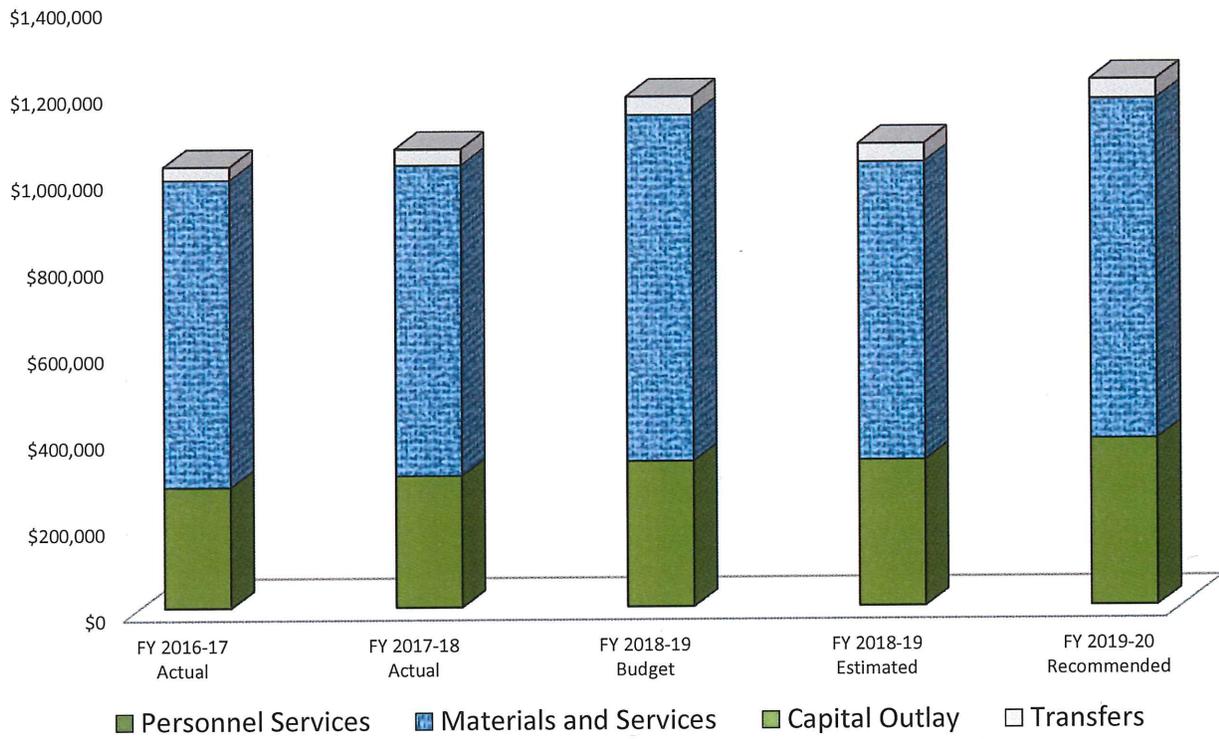


REPROGRAPHICS FUND

RECOMMENDED FY 19-20



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:	Reprographics					% Change Budgeted Vs. Recommended
	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	
CLASS						
Personnel Services	\$283,076	\$308,177	\$340,368	\$341,860	\$388,861	14.25%
Materials and Services	707,516	714,651	796,218	685,009	781,725	-1.82%
Capital Outlay	-	-	-	-	-	N/A
Transfers	30,476	37,244	42,348	42,348	44,276	4.55%
SUB-TOTAL	\$1,021,068	\$1,060,072	\$1,178,934	\$1,069,217	\$1,214,862	
Contingency			48,810		47,931	
TOTAL	\$1,021,068	\$1,060,072	\$1,227,744	\$1,069,217	\$1,262,793	
FTE's	3.40	3.40	3.40		3.40	

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

Personnel services:

FY 2019-20 reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

Materials and services:

No Significant Change

Materials and services:

No Significant Change

Capital outlay:

No Significant Change

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET

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

MISSION STATEMENT:

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$283,076	\$308,177	\$340,368	\$388,861	\$0
MATERIALS & SERVICES	707,516	714,651	796,218	781,725	0
CAPITAL OUTLAY					
TRANSFERS	30,476	37,244	42,348	44,276	0
CONTINGENCY	0	0	48,810	47,931	0
TOTAL	\$1,021,068	\$1,060,072	\$1,227,744	\$1,262,793	\$0

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$132,265	\$102,561	\$105,107	\$158,838	\$0
Miscellaneous Revenue	9,739	3,469	2,700	3,000	0
Transfer from Other Funds	981,625	1,059,150	1,119,937	1,100,955	0

Services and Trends:

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

- Identify the needs of the city and provide expertise for completing high quality projects in a timely manner
- Provide first-class customer service and promote a team-oriented work environment
- Promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same 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 34,000 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 March 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 products produced.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET

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

Program Objectives:

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

Reprographics supports the Beaverton Community Vision in the following areas:

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

Progress on FY 2018-19 Action Plan:

- Launched electronic work order submission system to all staff in March.
- Upgraded the package notification system to ensure security and convenience for staff.
- Replaced 17 departmental copiers at the end of their leases and added a copier to the new Engineering work area.
- Continue to monitor mailing patterns and advise staff on cost effective mailing practices to maintain or reduce citywide postage expenses.
- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Research and explore opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies instead.

FY 2019-20 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 one department copier and two high-speed production copiers at the end of their leases.
- Provide assistance and advice to 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.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Total number of work requests	4,607	4,454	5,000 / 5,317	5,500
Outgoing mail (number of pieces)	1,484,898	1,221,109	1,400,000 / 1,300,000	1,400,000
Number of all-city mailings	16	14	17 / 13	14

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET

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

Performance Measures (continued):	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Incoming packages received	3,562	3,341	3,600 / 3,600	3,600
A/V equipment check-outs	1,700	1,489	1,700 / 1,900	1,900
Pool vehicle check-outs	900	759	1,000 / 800	1,000
Copiers in city buildings	34	36	36 / 39	39
Number of copies printed city-wide	3,430,599	3,448,685	3,600,000 / 3,700,000	3,600,000
Quantity of paper with 100% recycled content	90%	90%	90% / 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.
- Develop of billing and inventory databases to accurately track costs and work requests for future forecasting. Use this data for allocation of the costs for supporting this internal services fund.
- Promote sustainable practices including double-sided copies, recycled-content paper, electronic communications, reusable materials for events and public meetings, and opportunities to promote printing to copiers to reduce toner and other toxic chemical usage.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	-132,265		-102,561		-105,107		-105,107	-105,107	-106,193		-158,838			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-132,265		-102,561		-105,107		-105,107	-105,107	-106,193		-158,838			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,864		-1,892		-2,700		-1,521	-2,700	-3,000		-3,000			
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389 MISCELLANEOUS REVENUES

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

	-140													
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-993		-572				-311	-311						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-9,739		-3,469		-2,700		-1,832	-3,011	-3,000		-3,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-833,840		-898,946		-944,821		-463,304	-944,821	-964,345		-910,497			
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412 TRSFERS FROM STREET FUND

	-4,138		-4,811		-4,435		-2,452	-4,435	-5,247		-4,954			
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419 TRSFERS FROM WATER FUND

	-4,890		-5,790		-6,099		-2,903	-6,099	-4,664		-4,403			
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421 TRSFERS FROM SEWER FUND

	-2,422		-2,155		-3,050		-1,535	-3,050	-2,332		-2,201			
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426 TRSFERS FROM ISD

	-1,908		-1,487		-4,436		-1,827	-4,436	-4,081		-3,853			
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428 TRSFR FR BUILDING OPERATING FD

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-7,578		-6,730		-7,762		-3,415	-7,762	-5,830		-5,505			
430	TRANSFER FROM LIBRARY FUND													
	-97,043		-103,482		-108,680		-53,400	-108,680	-125,935		-118,903			
431	TRSFR FR GIS FUND													
	-1,522		-1,651											
432	TRSFR FR PUBLIC WRKS ADMN FUND													
	-22,358		-24,219		-25,506		-10,995	-25,506	-26,820		-25,322			
433	TRSFRS FROM CDBG FUND													
	-812		-750		-832		-333	-832	-583		-550			
437	TRSFRS FRM INSURANCE FUND													
	-2,130		-1,820		-3,328		-1,022	-3,328	-2,332		-2,200			
441	TRSFRS FR STORM DRAIN FUND													
	-2,373		-2,100		-3,050		-1,597	-3,050	-2,332		-2,201			
442	TRANSFER FROM THE TLT FUND													
			-3,066		-5,444		-5,978	-5,444	-20,406		-19,266			
444	TRSFR FROM BURA GENERAL FUND													
			-1,604		-1,662		-682	-1,662	-583		-550			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-611		-539		-832		-300	-832	-583		-550			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-981,625		-1,059,150		-1,119,937		-549,743	-1,119,937	-1,166,073		-1,100,955			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,123,629		-1,165,180		-1,227,744		-656,682	-1,228,055	-1,275,266		-1,262,793			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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													
	40,772	.40	43,089	.40	44,161	.40	32,638	44,064	45,962	.40	45,520	.40		
186	PROGRAM COORDINATOR													
					60,663	1.00	44,874	60,438	66,668	1.00	66,668	1.00		
221	SUPPORT SPECIALIST 2													
	98,617	2.00	103,570	2.00	54,085	1.00	39,911	54,411	58,834	1.00	58,834	1.00		
254	GRAPHIC DESIGNER													
	46,443	1.00	53,682	1.00	57,284	1.00	42,460	57,930	63,561	1.00	63,561	1.00		
275	TEMPORARY EMPLOYEES													
							1,991	7,200	18,000		18,000			
299	PAYROLL TAXES AND FRINGES													
	97,244		107,836		124,175		93,641	117,817	135,412		136,278			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	283,076	3.40	308,177	3.40	340,368	3.40	255,515	341,860	388,437	3.40	388,861	3.40		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	183		103		325		273	200	275		275			
302	POSTAGE EXPENSE													
	240,579		225,044		253,575		148,878	219,000	254,000		244,000			
303	OFFICE FURNITURE & EQUIPMENT													
	590		897		1,500			750	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	6,914		11,837		12,000		2,043	2,000	12,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,374		1,366		2,000		1,534	2,000	2,350		2,350			
315	REPROGRAPHIC SUPPLIES													
	47,915		45,118		51,500		50,085	51,500	51,500		51,500			
318	COMPUTER SOFTWARE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			2,605											
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,854		992		2,400		383	430	2,400		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE													
	145		457		1,200		175	500	1,200		1,200			
481	OTHER EXPENSES													
	149,248		159,749		175,000		171,540	130,000	175,000		175,000			
511	PROFESSIONAL SERVICES													
	5,841		8,152		12,000		4,473	6,800	12,000		12,000			
536	MAINTENANCE CONTRACTS													
	1,583		1,742		1,800		1,829	1,829	1,900		1,900			
551	RENTS AND LEASES													
	251,290		256,589		282,918		259,388	270,000	280,600		280,600			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	707,516		714,651		796,218		640,601	685,009	794,225		781,725			
CLASS: 25 TRANSFERS														
818	TRSFERS TO ISD-ALLOCATED													
	25,153		31,123		36,227		30,189	36,227	37,823		36,625			
819	TRSFERS TO INSURANCE FUND													
	5,323		6,121		6,121		5,101	6,121	7,651		7,651			
TOTAL CLASS: 25 TRANSFERS														
	30,476		37,244		42,348		35,290	42,348	45,474		44,276			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					48,810				47,130		47,931			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					48,810				47,130		47,931			
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT														
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	931,406	1,069,217	1,275,266	3.40	1,262,793	3.40		

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**REPROGRAPHICS
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
80	SENIOR PROGRAM MANAGER	0.40	0.40					0.40
186	PROGRAM COORDINATOR	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	2.00	1.00					1.00
254	GRAPHIC DESIGNER	1.00	1.00					1.00
	Total	3.40	3.40	0.00	0.00	0.00	0.00	3.40

FY 2019-20 PROPOSED

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

City of Beaverton - Finance
Budget Preparation - 2020

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL	132,265	102,561	105,107	105,107	106,193	158,838
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		132,265	102,561	105,107	105,107	106,193	158,838
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	1,864	1,892	2,700	2,700	3,000	3,000
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389	MISCELLANEOUS REVENUES	6,742	1,005				
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399	REIMBURSEMENTS - OTHER	140					
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757	MED/LIFE INS PREM REFUND DISTRIBUTION	993	572		311		
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		9,739	3,469	2,700	3,011	3,000	3,000
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND	833,840	898,946	944,821	944,821	964,345	910,497
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412	TRSFERS FROM STREET FUND	4,138	4,811	4,435	4,435	5,247	4,954
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419	TRSFERS FROM WATER FUND	4,890	5,790	6,099	6,099	4,664	4,403
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421	TRSFERS FROM SEWER FUND	2,422	2,155	3,050	3,050	2,332	2,201
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426	TRSFERS FROM ISD	1,908	1,487	4,436	4,436	4,081	3,853
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428	TRSFER FR BUILDING OPERATING FD	7,578	6,730	7,762	7,762	5,830	5,505
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430	TRANSFER FROM LIBRARY FUND	97,043	103,482	108,680	108,680	125,935	118,903
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431	TRSFER FR GIS FUND	1,522	1,651				
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432	TRSFER FR PUBLIC WRKS ADMN FUND	22,358	24,219	25,506	25,506	26,820	25,322
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433	TRSFERS FROM CDBG FUND	812	750	832	832	583	550
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437	TRSFERS FRM INSURANCE FUND	2,130	1,820	3,328	3,328	2,332	2,200
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441	TRSFERS FR STORM DRAIN FUND	2,373	2,100	3,050	3,050	2,332	2,201
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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 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED
 UPON 3.00% \$3,000

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

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 \$910,497

412 TRSFERS FROM STREET FUND
 CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS \$4,954

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

426 TRSFERS FROM ISD
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$3,853

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

441 TRSFERS FR STORM DRAIN FUND

City of Beaverton - Finance
 Budget Preparation - 2020

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
442	TRANSFER FROM THE TLT FUND		3,066		5,444		5,444	20,406		19,266			
444	TRSFY FROM BURA GENERAL FUND		1,604		1,662		1,662	583		550			
449	TSFR FR TRANS DEVL TAX/TIF FD		611		832		832	583		550			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	981,625		1,059,150		1,119,937		1,119,937	1,166,073		1,100,955			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,123,629		1,165,180		1,227,744		1,228,055	1,275,266		1,262,793			
TOTAL DEPARTMENT: 03 REVENUE													
	1,123,629		1,165,180		1,227,744		1,228,055	1,275,266		1,262,793			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 - 2020

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

080	SENIOR PROGRAM MANAGER												
	40,772	.40	43,089	.40	44,161	.40	44,064	45,962	.40	45,520	.40		
186	PROGRAM COORDINATOR												
					60,663	1.00	60,438	66,668	1.00	66,668	1.00		
221	SUPPORT SPECIALIST 2												
	98,617	2.00	103,570	2.00	54,085	1.00	54,411	58,834	1.00	58,834	1.00		
254	GRAPHIC DESIGNER												
	46,443	1.00	53,682	1.00	57,284	1.00	57,930	63,561	1.00	63,561	1.00		
275	TEMPORARY EMPLOYEES												
							7,200	18,000		18,000			
299	PAYROLL TAXES AND FRINGES												
	97,244		107,836		124,175		117,817	135,412		136,278			

TOTAL CLASS: 05 PERSONNEL SERVICES

	283,076	3.40	308,177	3.40	340,368	3.40	341,860	388,437	3.40	388,861	3.40		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	183		103		325		200	275		275			
302	POSTAGE EXPENSE												
	240,579		225,044		253,575		219,000	254,000		244,000			
303	OFFICE FURNITURE & EQUIPMENT												
	590		897		1,500		750	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
	6,914		11,837		12,000		2,000	12,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,374		1,366		2,000		2,000	2,350		2,350			
315	REPROGRAPHIC SUPPLIES												
	47,915		45,118		51,500		51,500	51,500		51,500			
318	COMPUTER SOFTWARE												
			2,605										
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,854		992		2,400		430	2,400		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE												
	145		457		1,200		500	1,200		1,200			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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
 - 275 TEMPORARY EMPLOYEES
 ON-CALL/TEMPORARY ASSISTANCE TO COVER STAFF ABSENCES (PTO, MEDICAL LEAVE, FMLA) AND OCCASIONAL PEAK WORK LOAD PERIODS.
 - 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
-
- 301 OFFICE EXPENSE
 GRAPHIC SERVICES OFFICE SUPPLIES \$275
 - 302 POSTAGE EXPENSE
 BASED ON PROJECTED MAIL VOLUMES AND 2.5 TO 5% USPS RATE INCREASE, EFFECTIVE ON 1/27/2019 (RATE INCREASE VARIES DEPENDING ON POSTAL CLASS) \$244,000
 - 303 OFFICE FURNITURE & EQUIPMENT
 GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,000
 - 304 DEPARTMENT EQUIPMENT EXPENSE
 CITY AV EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$10,000
 - 305 SPECIAL DEPARTMENT SUPPLIES
 MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$2,000
 MISCELLANEOUS AV SUPPLIES (BATTERIES, CORDS, ETC.) \$350
 - 315 REPROGRAPHIC SUPPLIES
 PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$46,000
 INK & OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$3,000
 CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$2,500
 - 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
 - 321 TRAVEL, TRAINING & SUBSISTENCE
 STAFF TRAINING AND DEVELOPMENT \$1,900
 - 371 EQUIPMENT OPER & MAINT EXPENSE
 SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200

City of Beaverton - Finance
 Budget Preparation - 2020

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
481	OTHER EXPENSES												
	149,248		159,749		175,000		130,000	175,000		175,000		175,000	
511	PROFESSIONAL SERVICES												
	5,841		8,152		12,000		6,800	12,000		12,000		12,000	
536	MAINTENANCE CONTRACTS												
	1,583		1,742		1,800		1,829	1,900		1,900		1,900	
551	RENTS AND LEASES												
	251,290		256,589		282,918		270,000	280,600		280,600		280,600	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	707,516		714,651		796,218		685,009	794,225		781,725		781,725	
CLASS: 25 TRANSFERS													
818	TRSFERS TO ISD-ALLOCATED												
	25,153		31,123		36,227		36,227	37,823		36,625		36,625	
819	TRSFERS TO INSURANCE FUND												
	5,323		6,121		6,121		6,121	7,651		7,651		7,651	
TOTAL CLASS: 25 TRANSFERS													
	30,476		37,244		42,348		42,348	45,474		44,276		44,276	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					48,810			47,130		47,931		47,931	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					48,810			47,130		47,931		47,931	
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM													
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,275,266	3.40	1,262,793	3.40	1,262,793	3.40
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT													
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,275,266	3.40	1,262,793	3.40	1,262,793	3.40
TOTAL FUND: 601 REPROGRAPHICS FUND													
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,275,266	3.40	1,262,793	3.40	1,262,793	3.40

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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

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

536 MAINTENANCE CONTRACTS
 PAPER CUTTER MAINTENANCE AGREEMENT \$1,900

551 RENTS AND LEASES
 COPIER AND EQUIPMENT LEASES (INCLUDING 5 NEW MACHINES ADDED TO COPIER FLEET IN FY18-19 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY 2018, 2019, 2020) \$265,000
 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) \$5,000

818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$36,625

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

991 CONTINGENCY - UNRESERVED

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 18, 2019 4:17 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			44,064				44,064	19,978	64,042
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,080	15		59,673	645		120	60,438	46,074	106,512
601-25-0721-05-221	SUPPORT SPECIALIST 2	1.00	2,080	29		53,165	1,126		120	54,411	23,213	77,624
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,080	37		56,320	1,490		120	57,930	27,948	85,878
601-25-0721-05-275	TEMPORARY EMPLOYEES		400			7,200				7,200	604	7,804
	REPROGRAPHICS PROGRAM	3.40	7,504	81		220,422	3,261		360	224,043	117,817	341,860
	**** DEPARTMENT TOTAL ****	3.40	7,504	81		220,422	3,261		360	224,043	117,817	341,860

792

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 18, 2019 4:17 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	869			45,520				45,520	23,011	68,531
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,096	25		65,378	1,170		120	66,668	52,517	119,185
601-25-0721-05-221	SUPPORT SPECIALIST 2	1.00	2,096	40		57,080	1,634		120	58,834	27,136	85,970
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,096	40		61,704	1,737		120	63,561	31,938	95,499
601-25-0721-05-275	TEMPORARY EMPLOYEES		1,000			18,000				18,000	1,676	19,676
	REPROGRAPHICS PROGRAM	3.40	8,157	105		247,682	4,541		360	252,583	136,278	388,861
	**** DEPARTMENT TOTAL ****	3.40	8,157	105		247,682	4,541		360	252,583	136,278	388,861

793