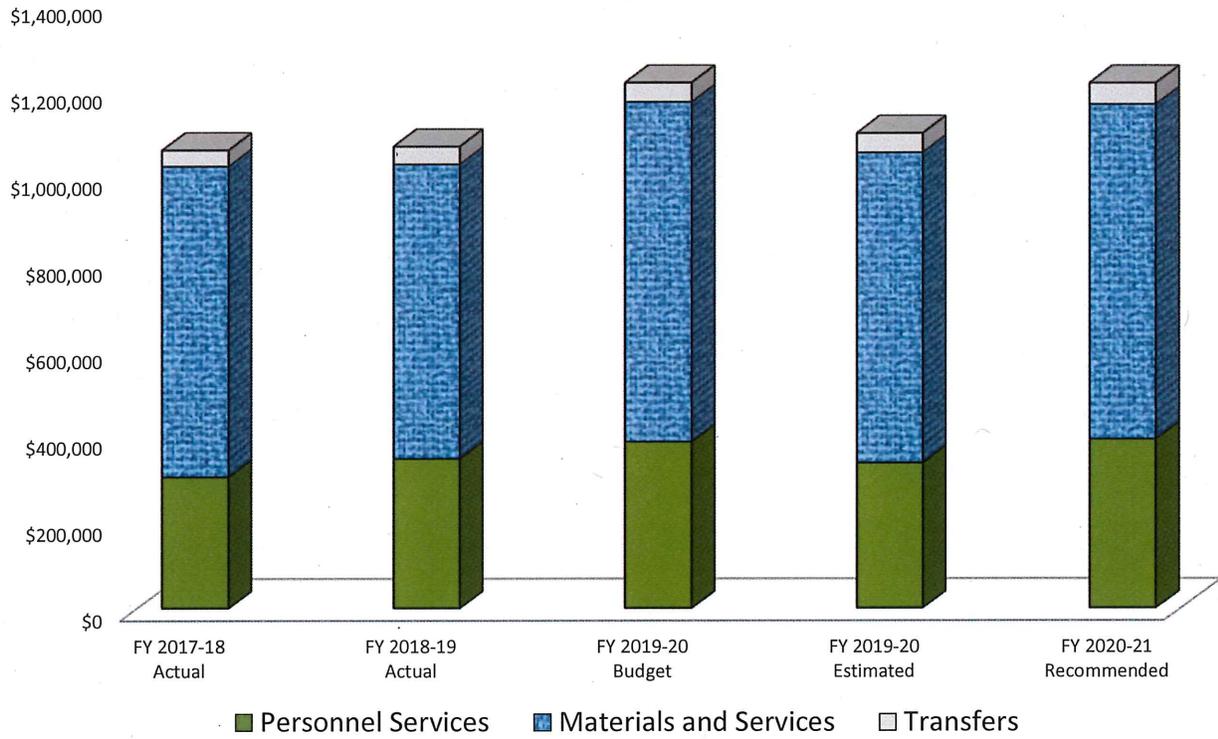


REPROGRAPHICS FUND

RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	Reprographics					% Change
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	Budgeted Vs. Recommended
Personnel Services	\$308,177	\$350,021	\$388,861	\$340,312	\$394,561	1.47%
Materials and Services	714,651	677,332	781,725	713,669	769,825	-1.52%
Transfers	37,244	40,960	44,276	44,276	48,409	9.33%
SUB-TOTAL	\$1,060,072	\$1,068,313	\$1,214,862	\$1,098,257	\$1,212,795	
Contingency			33,212		93,962	
TOTAL	\$1,060,072	\$1,068,313	\$1,248,074	\$1,098,257	\$1,306,757	
FTE's	3.40	3.40	3.40		3.40	

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

Personnel services:

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

Materials and services:

No Significant Change

Materials and services:

No Significant Change

Capital outlay:

No Significant Change

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

MISSION STATEMENT:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$308,177	\$350,021	\$388,861	\$394,561	\$0
MATERIALS & SERVICES	714,651	677,332	781,725	769,825	0
CAPITAL OUTLAY					
TRANSFERS	37,244	40,960	44,276	48,409	0
CONTINGENCY	0	0	33,212	93,962	0
TOTAL	\$1,060,072	\$1,068,313	\$1,248,074	\$1,306,757	\$0

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

Services and Trends:

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

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

Budget Highlights:

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

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

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

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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

Program Objectives:

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

Reprographics supports the Beaverton Community Vision in the following areas:

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

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

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

Performance Outcomes and Program Trends:

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

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

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

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

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

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

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

384 INVESTMENT INTEREST EARNINGS

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

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

	-572		-311											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

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

411 TRSFERS FROM GENERAL FUND

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

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

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

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

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

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

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-103,482		-108,557		-118,903		-49,245	-118,903	-116,139		-116,139			
431	TRSFR FR GIS FUND													
	-1,651													
432	TRSFR FR PUBLIC WRKS ADMN FUND													
	-24,219		-22,281		-25,322		-12,813	-25,322	-24,389		-24,389			
433	TRSFERS FROM CDBG FUND													
	-750		-663		-550		-386	-550	-1,161		-1,161			
434	TRSFERS FROM BURA PRGM/ACTIVITY FUND													
							-469	-550			-1,742			
437	TRSFERS FRM INSURANCE FUND													
	-1,820		-2,134		-2,200		-810	-2,200	-2,320		-2,320			
441	TRSFERS FR STORM DRAIN FUND													
	-2,100		-3,080		-2,201		-1,170	-2,201	-3,483		-3,483			
442	TRANSFER FROM THE TLT FUND													
	-3,066		-6,164		-19,266		-9,442	-19,266	-29,615		-22,066			
444	TRSFER FROM BURA GENERAL FUND													
	-1,604		-1,521		-550				-1,742					
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-539		-1,031		-550		-731	-550	-1,742		-1,742			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,059,150		-1,104,811		-1,100,955		-533,075	-1,100,955	-1,161,389		-1,153,840			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,165,180		-1,212,430		-1,248,074		-679,606	-1,249,074	-1,272,464		-1,306,757			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

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

CLASS: 05 PERSONNEL SERVICES

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

TOTAL CLASS: 05 PERSONNEL SERVICES

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

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

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					862		933	933						
318	COMPUTER SOFTWARE													
	2,605													
321	TRAVEL, TRAINING & SUBSISTENCE													
	992		441		1,900		1,390	1,100	1,900		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE													
	457		578		1,200		684	500	1,200		1,200			
481	OTHER EXPENSES													
	159,749		134,989		175,000		170,832	175,000	175,000		175,000			
511	PROFESSIONAL SERVICES													
	8,152		5,829		12,000		10,465	12,000	12,000		12,000			
536	MAINTENANCE CONTRACTS													
	1,742		1,829		1,900		2,011	2,011	1,900		2,100			
551	RENTS AND LEASES													
	256,589		253,587		280,600		254,572	260,000	289,600		280,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	714,651		677,332		781,725		669,330	713,669	789,225		769,825			
CLASS: 25 TRANSFERS														
818	TRSFERS TO ISD-ALLOCATED													
	31,123		34,839		36,625		30,521	36,625	34,508		35,591			
819	TRSFERS TO INSURANCE FUND													
	6,121		6,121		7,651		6,376	7,651	7,651		7,651			
841	TRSFER TO GF, WEB MANAGEMENT													
									5,576		5,167			
TOTAL CLASS: 25 TRANSFERS														
	37,244		40,960		44,276		36,897	44,276	47,735		48,409			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					33,212				40,943		93,962			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					33,212				40,943		93,962			
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT														
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	967,330	1,098,257	1,272,464	3.40	1,306,757	3.40		

**REPROGRAPHICS
FY 2019-20 ADOPTED**

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

FY 2020-21 PROPOSED

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		102,561	105,107		144,119		144,119	108,075				150,817	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

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

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

389	MISCELLANEOUS REVENUES												
		1,005											

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		572	311										

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

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

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

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

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

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

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

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

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

431	TRSFER FR GIS FUND												
		1,651											

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

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

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

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

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

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

389 MISCELLANEOUS REVENUES

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

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

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

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

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

428 TRSFR FR BUILDING OPERATING FD

430 TRANSFER FROM LIBRARY FUND

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

432 TRSFR FR PUBLIC WRKS ADMN FUND

433 TRSFERS FROM CDBG FUND

434 TRSFERS FROM BURA PRGM/ACTIVITY FUND

437 TRSFERS FRM INSURANCE FUND

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
441	TRSFERS FR STORM DRAIN FUND												
	2,100		3,080		2,201		2,201	3,483		3,483			
442	TRANSFER FROM THE TLT FUND												
	3,066		6,164		19,266		19,266	29,615		22,066			
444	TRSFER FROM BURA GENERAL FUND												
	1,604		1,521		550			1,742					
449	TSFR FR TRANS DEVL TAX/TIF FD												
	539		1,031		550		550	1,742		1,742			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,059,150		1,104,811		1,100,955		1,100,955	1,161,389		1,153,840			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,165,180		1,212,430		1,248,074		1,249,074	1,272,464		1,306,757			
TOTAL DEPARTMENT: 03 REVENUE													
	1,165,180		1,212,430		1,248,074		1,249,074	1,272,464		1,306,757			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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



City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

CLASS: 05 PERSONNEL SERVICES

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

TOTAL CLASS: 05 PERSONNEL SERVICES

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

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

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
371	EQUIPMENT OPER & MAINT EXPENSE												
	457		578		1,200		500	1,200		1,200		1,200	
481	OTHER EXPENSES												
	159,749		134,989		175,000		175,000	175,000		175,000		175,000	
511	PROFESSIONAL SERVICES												
	8,152		5,829		12,000		12,000	12,000		12,000		12,000	
536	MAINTENANCE CONTRACTS												
	1,742		1,829		1,900		2,011	1,900		1,900		2,100	
551	RENTS AND LEASES												
	256,589		253,587		280,600		260,000	289,600		280,000		280,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	714,651		677,332		781,725		713,669	789,225		769,825		769,825	
CLASS: 25 TRANSFERS													
818	TRSFERS TO ISD-ALLOCATED												
	31,123		34,839		36,625		36,625	34,508		35,591		35,591	
819	TRSFERS TO INSURANCE FUND												
	6,121		6,121		7,651		7,651	7,651		7,651		7,651	
841	TRSFER TO GF, WEB MANAGEMENT												
								5,576		5,167		5,167	
TOTAL CLASS: 25 TRANSFERS													
	37,244		40,960		44,276		44,276	47,735		48,409		48,409	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					33,212			40,943		93,962		93,962	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					33,212			40,943		93,962		93,962	
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM													
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	1,098,257	1,272,464	3.40	1,306,757	3.40	1,306,757	3.40
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT													
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	1,098,257	1,272,464	3.40	1,306,757	3.40	1,306,757	3.40
TOTAL FUND: 601 REPROGRAPHICS FUND													
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	1,098,257	1,272,464	3.40	1,306,757	3.40	1,306,757	3.40

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 371 EQUIPMENT OPER & MAINT EXPENSE
 SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200
- 481 OTHER EXPENSES
 OUTSIDE VENDOR SERVICES: PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND OTHER CITYWIDE PROJECTS \$125,000
 OUTSIDE VENDOR SERVICES: OTHER PRINT PRODUCTION WORK \$50,000
- 511 PROFESSIONAL SERVICES
 CONTRACT AND PROFESSIONAL SERVICES \$5,000
 MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000
 GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000
- 536 MAINTENANCE CONTRACTS
 PAPER CUTTER MAINTENANCE AGREEMENT \$2,100
- 551 RENTS AND LEASES
 COPIER AND EQUIPMENT LEASES (INCLUDING 4 MACHINES ADDED TO COPIER FLEET IN FY19-20 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY2020-21) \$265,400
 AUXILIARY SERVICES SHARE OF STORAGE FACILITY LEASE \$2,000
 POSTAGE METER ANNUAL LEASE CHARGES \$8,600
 SEND SUITE PACKAGE TRACKING SYSTEM (LEASE TO OWN SYSTEM) \$4,000

- 818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$35,591
- 819 TRSFERS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$7,651
- 841 TRSFR TO GF, WEB MANAGEMENT
 WEB MANAGEMENT EXPENSE ALLOCATION (PREVIOUSLY INCLUDED IN ISD ALLOCATION) \$5,167

- 991 CONTINGENCY - UNRESERVED

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

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

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

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

808