

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013 YTD	2013	2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT											
	8,079	.10	8,004	.10	8,423	.10	7,403	7,989	8,230	.10	8,230	.10
245	ACCOUNTING ASSISTANT											
	44,896	1.00	45,782	1.00	50,089	1.00	48,027	50,035	48,260	1.00	48,260	1.00
248	ACCOUNTING SPECIALIST											
					11,417	.33	7,997	10,127	17,598	.33	17,598	.33
275	TEMPORARY EMPLOYEES											
					400							
299	PAYROLL TAXES AND FRINGES											
	24,447		27,062		33,501		26,398	27,031	34,424		34,424	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	77,422	1.10	80,848	1.10	103,830	1.43	89,825	95,182	108,512	1.43	108,512	1.43

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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	174		130		150		217	165	250		250	
302	POSTAGE EXPENSE											
	25,007		23,093		30,250		28,000	25,000	26,000		26,000	
303	OFFICE FURNITURE & EQUIPMENT											
	884				150			150	100		100	
305	SPECIAL DEPARTMENT SUPPLIES											
	4,191		6,881		9,800		9,800	9,800	10,000		10,000	
307	MEMBERSHIP FEES											
					20			20	20		20	
326	TRAINING											
	159				400		100	400	670		670	
511	PROFESSIONAL SERVICES											
	63,021		69,363		78,000		72,761	80,000	100,000		100,000	

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
536 MAINTENANCE CONTRACTS												
	390		552		540		333	540	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	93,826		100,019		119,310		111,211	116,075	137,540		137,540	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	2,252		2,076		3,269		1,992	3,269	3,128		3,128	
TOTAL CLASS: 25 TRANSFERS												
	2,252		2,076		3,269		1,992	3,269	3,128		3,128	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	173,500	1.10	182,943	1.10	226,409	1.43	203,028	214,526	249,180	1.43	249,180	1.43

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BP WORKSHEET & JUSTIFICATION

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

OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013	2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES											
169	SENIOR ACCOUNTANT										
	8,079	.10	8,004	.10	8,423	.10	7,989	8,230	.10	8,230	.10
245	ACCOUNTING ASSISTANT										
	44,896	1.00	45,782	1.00	50,089	1.00	50,035	48,260	1.00	48,260	1.00
248	ACCOUNTING SPECIALIST										
					11,417	.33	10,127	17,598	.33	17,598	.33
275	TEMPORARY EMPLOYEES										
					400						
299	PAYROLL TAXES AND FRINGES										
	24,447		27,062		33,501		27,031	34,424		34,424	

TOTAL CLASS: 05 PERSONNEL SERVICES

	77,422	1.10	80,848	1.10	103,830	1.43	95,182	108,512	1.43	108,512	1.43
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	174		130		150		165	250		250	
302	POSTAGE EXPENSE										
	25,007		23,093		30,250		25,000	26,000		26,000	
303	OFFICE FURNITURE & EQUIPMENT										
	884				150		150	100		100	
305	SPECIAL DEPARTMENT SUPPLIES										
	4,191		6,881		9,800		9,800	10,000		10,000	
307	MEMBERSHIP FEES										
					20		20	20		20	
326	TRAINING										
	159				400		400	670		670	
511	PROFESSIONAL SERVICES										
	63,021		69,363		78,000		80,000	100,000		100,000	
536	MAINTENANCE CONTRACTS										
	390		552		540		540	500		500	

TOTAL CLASS: 10 MATERIALS & SERVICES

	93,826		100,019		119,310		116,075	137,540		137,540	
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

169	SENIOR ACCOUNTANT
245	ACCOUNTING ASSISTANT FY 12-13 INCREASE REFLECTS 6 WEEKS OF OVERLAPPING OF NEW EMPLOYEE WITH RETIRING EMPLOYEE FOR TRAINING PURPOSES.
248	ACCOUNTING SPECIALIST
275	TEMPORARY EMPLOYEES EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 57.63% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 31.03% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 19.62% FOR RETIREMENT CONTRIBUTIONS (21.36% PERS OR 16.64% OPSRP GENERAL OR 19.37% OPSRP POLICE), AND 3.76% IN OTHER TAXES (UNEMPLOYMENT LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 26.60% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE MISC OFFICE SUPPLIES
302	POSTAGE EXPENSE POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$26,000
303	OFFICE FURNITURE & EQUIPMENT MISC OFFICE FURNITURE AND EQUIPMENT REPLACEMENT \$100
305	SPECIAL DEPARTMENT SUPPLIES UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$10,000
307	MEMBERSHIP FEES SPRINGBROOK USER GROUP MEMBERSHIP \$20
326	TRAINING CUSTOMER SERVICE MATERIALS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$270; SPRINGBROOK CONFERENCE FOR 2 PEOPLE \$400
511	PROFESSIONAL SERVICES CREDIT CARD MERCHANT CHARGES AND ACH PROCESSING FEES \$22,500 LOCKBOX PROCESSING \$15,500 ARMORED CAR SERVICE \$1,500 TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$36,500 WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS, EBILLS), ARCHIVING, INSERTS, COURIER \$13,750 ADDITIONAL PROGRAMMING AND DATA FIXES \$200 METRO COURIER SERVICE FOR INSERTS \$50 UTILITY BILLING SYSTEM SOFTWARE UPGRADE TO SQL \$10,000
536	MAINTENANCE CONTRACTS ANNUAL MAINTENANCE FEE FOR ON-LINE BILL PAY AND EBILL APPLICATION \$400 MISC REPAIRS - OTHER EQUIPMENT \$100 BEGINNING FY 2012-13 TYPEWRITER MAINTENANCE CONSOLIDATED IN 001-13-0003-536

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OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013	2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	2,252		2,076		3,269		3,269	3,128		3,128	

TOTAL CLASS: 25 TRANSFERS

	2,252		2,076		3,269		3,269	3,128		3,128	
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

	173,500	1.10	182,943	1.10	226,409	1.43	214,526	249,180	1.43	249,180	1.43
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	173,500	1.10	182,943	1.10	226,409	1.43	214,526	249,180	1.43	249,180	1.43
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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