

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010 YTD	2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-100,705		-108,280		-114,735		-114,736	-114,735	-286,250		-286,250	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-100,705		-108,280		-114,735		-114,736	-114,735	-286,250		-286,250	
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CLASS: 25 SERVICE FEES

364 CUSTOMER SERV CHARGES

	-980						-104					
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TOTAL CLASS: 25 SERVICE FEES

	-980						-104					
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-6,383		-3,201		-510		-1,107	-1,000	-550		-550	
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389 MISCELLANEOUS REVENUES

	-4,952		-8,119		-1,000		-5,760	-4,000	-2,000		-2,000	
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394 MISC INTEREST EARNINGS

			-110									
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399 REIMBURSEMENTS - OTHER

			-2,812									
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-11,335		-14,242		-1,510		-6,867	-5,000	-2,550		-2,550	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-470,850		-776,794		-939,369		-581,641	-939,369	-863,492		-863,492	
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412 TRSFERS FROM STREET FUND

	-6,274		-6,914		-13,840		-5,582	-13,840	-11,806		-11,806	
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City of Beaverton - Finance
 Budget Preparation - 2011

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010 YTD	2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
419	TRSFERS FROM WATER FUND											
	-20,257		-21,773		-16,767		-5,618	-16,767	-15,569		-15,569	
421	TRSFERS FROM SEWER FUND											
	-15,421		-10,719		-8,192		-4,553	-8,192	-7,607		-7,607	
426	TRSFERS FROM ISD											
	-2,005		-3,250		-4,523		-2,387	-4,523	-4,200		-4,200	
428	TRSFER FR BUILDING OPERATING FD											
	-18,620		-17,009		-14,269		-7,252	-14,269	-12,205		-12,205	
430	TRANSFER FROM LIBRARY FUND											
	-36,220		-52,003		-77,915		-45,416	-77,915	-80,193		-80,193	
431	TRSFER FR MAPPING/TECH SVC FUND											
	-913		-1,078		-1,851		-1,756	-1,851	-2,763		-2,763	
432	TRSFER FR OPERATIONS ADMIN FUND											
	-12,943		-14,566		-24,380		-11,139	-24,380	-18,460		-18,460	
433	TRSFERS FROM CDBG FUND											
	-651		-1,535		-1,950		-729	-1,950	-1,811		-1,811	
437	TRSFERS FRM INSURANCE FUND											
	-4,461		-4,809		-10,224		-3,354	-10,224	-10,016		-10,016	
438	TRSFERS FRM BEAVERTON ARTS COMM											
	-4,375		-6,391		-9,319		-5,548	-9,319	-8,653		-8,653	
441	TRSFERS FR STORM DRAIN FUND											
	-14,537		-10,231		-5,486		-2,427	-5,486	-5,094		-5,094	
449	TSFR FR TRAFFIC IMPACT FEE FD											
	-818		-2,669		-2,527		-838	-2,527	-2,346		-2,346	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-608,345		-929,741		-1,130,612		-678,240	-1,130,612	-1,044,215		-1,044,215	
TOTAL DEPARTMENT: 03 REVENUE												
	-721,365		-1,052,263		-1,246,857		-799,947	-1,250,347	-1,333,015		-1,333,015	

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010 YTD	2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

077 PROGRAM MANAGER

36,216 .50 37,344 .50

080 SENIOR PROGRAM MANAGER

20,483 .25 34,561 .40 29,166 30,984 33,882 .40 33,882 .40

221 SUPPORT SPECIALIST 2

43,830 1.00 72,705 2.00 84,951 2.00 78,450 83,811 89,374 2.00 89,374 2.00

254 GRAPHICS TECHNICIAN

43,930 1.00 47,895 1.00 47,904 1.00 43,479 45,560 49,172 1.00 49,172 1.00

275 EXTRA HELP

8,653 3,230 4,578 3,230 3,000 3,000

299 PAYROLL TAXES AND FRINGES

67,934 83,734 102,093 82,070 85,669 94,940 94,940

TOTAL CLASS: 05 PERSONAL SERVICES

221,046 2.75 241,678 3.50 272,739 3.40 237,743 249,254 270,368 3.40 270,368 3.40

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

266 404 375 362 375 375 375

302 POSTAGE EXPENSE

288,329 315,950 233,991 250,000 315,950 315,950

303 OFFICE FURNITURE & EQUIPMENT

755 14,914 1,400 1,063 2,500 5,000 5,000

304 DEPARTMENT EQUIPMENT EXPENSE

26,007 11,139 16,000 11,378 8,000 10,000 10,000

305 SPECIAL DEPARTMENT SUPPLIES

570 232 3,000 1,257 2,500 3,000 3,000

307 MEMBERSHIP FEES

125 425 50 200 450 450

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010 YTD	2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
308	PERIODICALS & SUBSCRIPTIONS											
	109				150			150	150		150	
315	REPROGRAPHIC SUPPLIES											
	58,804		53,177		84,340		60,366	60,000	71,000		71,000	
317	COMPUTER EQUIPMENT											
					660		623	660	700		700	
318	COMPUTER SOFTWARE											
	635				3,600		3,147		2,000		2,000	
326	TRAINING											
	40		695		1,250		66	600	1,250		1,250	
371	EQUIPMENT OPER & MAINT EXPENSE											
	1,846		2,969		3,000		1,477	1,500	3,000		3,000	
481	OTHER EXPENSES											
	109,097		94,271		135,000		91,579	115,000	220,000		220,000	
511	PROFESSIONAL SERVICES											
	285		4,911		11,100		5,934	7,500	36,100		36,100	
536	MAINTENANCE CONTRACTS											
			3,942		5,000		5,000	4,900	6,200		6,200	
551	RENTS AND LEASES											
	172,705		201,235		247,000		246,477	220,000	250,000		250,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	371,119		676,343		828,250		662,770	673,885	925,175		925,175	
CLASS: 15 CAPITAL OUTLAY												
601	OFFICE MACHINES AND EQUIPMENT											
					13,000		12,144	13,000				
TOTAL CLASS: 15 CAPITAL OUTLAY												
					13,000		12,144	13,000				

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010 YTD	2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

818	TRSFERS TO ISD-ALLOCATED											
	15,016		14,778		23,233		21,297	23,233	26,679		26,679	
819	TRSFERS TO INSURANCE FUND											
	5,906		4,725		4,725		4,331	4,725	4,725		4,725	
TOTAL CLASS: 25 TRANSFERS												
	20,922		19,503		27,958		25,628	27,958	31,404		31,404	

CLASS: 30 OTHER

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991	CONTINGENCY											
					104,910				106,068		106,068	
TOTAL CLASS: 30 OTHER												
					104,910				106,068		106,068	

TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT

	613,087	2.75	937,524	3.50	1,246,857	3.40	938,285	964,097	1,333,015	3.40	1,333,015	3.40
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City of Beaverton - Finance
 Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

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

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL											
		100,705		108,280			114,735		114,735	286,250		286,250

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		100,705		108,280			114,735		114,735	286,250		286,250
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CLASS: 25 SERVICE FEES

364	CUSTOMER SERV CHARGES										
										980	

TOTAL CLASS: 25 SERVICE FEES

										980	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS											
		6,383		3,201			510		1,000	550		550

389	MISCELLANEOUS REVENUES											
		4,952		8,119			1,000		4,000	2,000		2,000

394	MISC INTEREST EARNINGS										
											110

399	REIMBURSEMENTS - OTHER										
											2,812

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		11,335		14,242			1,510		5,000	2,550		2,550
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND											
		470,850		776,794			939,369		939,369	863,492		863,492

412	TRSFERS FROM STREET FUND											
		6,274		6,914			13,840		13,840	11,806		11,806

419	TRSFERS FROM WATER FUND											
		20,257		21,773			16,767		16,767	15,569		15,569

421	TRSFERS FROM SEWER FUND											
		15,421		10,719			8,192		8,192	7,607		7,607

426	TRSFERS FROM ISD											
		2,005		3,250			4,523		4,523	4,200		4,200

428	TRSFER FR BUILDING OPERATING FD											
		18,620		17,009			14,269		14,269	12,205		12,205

430	TRANSFER FROM LIBRARY FUND											
		36,220		52,003			77,915		77,915	80,193		80,193

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City of Beaverton - Finance
Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

PROGRAM: 0000

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

364 CUSTOMER SERV CHARGES
CHARGES TO OUTSIDE ENTITIES (FIRE DISTRICT, CLEAN WATER SERVICES,
CITY OF TIGARD AND CLACKAMAS COUNTY FIRE) FOR PRINTING SERVICES

384 INVESTMENT INTEREST EARNINGS
INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
FY 09-10 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.00%
FY 09-10 ESTIMATED IS BASED UPON REVISED CASH BALANCES.
FY 10-11 BUDGETED INTEREST EARNINGS ARE BASED UPON .75%

389 MISCELLANEOUS REVENUES

394 MISC INTEREST EARNINGS

399 REIMBURSEMENTS - OTHER

411 TRSFERS FROM GENERAL FUND
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

412 TRSFERS FROM STREET FUND
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

419 TRSFERS FROM WATER FUND
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

421 TRSFERS FROM SEWER FUND
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

426 TRSFERS FROM ISD
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

428 TRSFR FR BUILDING OPERATING FD
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

430 TRANSFER FROM LIBRARY FUND
CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS
POSTAGE AND MAILING EXPENSES.

City of Beaverton - Finance
 Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

PROGRAM: 0000

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
431	TRSFR FR MAPPING/TECH SVC FUND										
	913		1,078		1,851		1,851	2,763		2,763	
432	TRSFR FR OPERATIONS ADMIN FUND										
	12,943		14,566		24,380		24,380	18,460		18,460	
433	TRSFERS FROM CDBG FUND										
	651		1,535		1,950		1,950	1,811		1,811	
437	TRSFERS FRM INSURANCE FUND										
	4,461		4,809		10,224		10,224	10,016		10,016	
438	TRSFERS FRM BEAVERTON ARTS COMM										
	4,375		6,391		9,319		9,319	8,653		8,653	
441	TRSFERS FR STORM DRAIN FUND										
	14,537		10,231		5,486		5,486	5,094		5,094	
449	TSFR FR TRAFFIC IMPACT FEE FD										
	818		2,669		2,527		2,527	2,346		2,346	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS											
	608,345		929,741		1,130,612		1,130,612	1,044,215		1,044,215	
TOTAL PROGRAM: 0000											
	721,365		1,052,263		1,246,857		1,250,347	1,333,015		1,333,015	
TOTAL DEPARTMENT: 03 REVENUE											
	721,365		1,052,263		1,246,857		1,250,347	1,333,015		1,333,015	

City of Beaverton - Finance
Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
431	TRSFR FR MAPPING/TECH SVC FUND	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.
432	TRSFR FR OPERATIONS ADMIN FUND	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.
433	TRSFERS FROM CDBG FUND	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.
437	TRSFERS FRM INSURANCE FUND	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.
438	TRSFERS FRM BEAVERTON ARTS COMM	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.
441	TRSFERS FR STORM DRAIN FUND	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.
449	TSFR FR TRAFFIC IMPACT FEE FD	
		CHARGES FOR COPIER AND PRINTING SERVICES. EFFECTIVE FY 08-09 ALSO REFLECTS POSTAGE AND MAILING EXPENSES.

City of Beaverton - Finance
 Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

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

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

077	PROGRAM MANAGER	36,216	.50	37,344	.50							
080	SENIOR PROGRAM MANAGER	20,483	.25			34,561	.40	30,984	33,882	.40	33,882	.40
221	SUPPORT SPECIALIST 2	43,830	1.00	72,705	2.00	84,951	2.00	83,811	89,374	2.00	89,374	2.00
254	GRAPHICS TECHNICIAN	43,930	1.00	47,895	1.00	47,904	1.00	45,560	49,172	1.00	49,172	1.00
275	EXTRA HELP	8,653				3,230		3,230	3,000		3,000	
299	PAYROLL TAXES AND FRINGES	67,934		83,734		102,093		85,669	94,940		94,940	

TOTAL CLASS: 05 PERSONAL SERVICES

		221,046	2.75	241,678	3.50	272,739	3.40	249,254	270,368	3.40	270,368	3.40
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	266		404		375		375	375		375	
302	POSTAGE EXPENSE			288,329		315,950		250,000	315,950		315,950	
303	OFFICE FURNITURE & EQUIPMENT	755		14,914		1,400		2,500	5,000		5,000	
304	DEPARTMENT EQUIPMENT EXPENSE	26,007		11,139		16,000		8,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES	570		232		3,000		2,500	3,000		3,000	
307	MEMBERSHIP FEES			125		425		200	450		450	
308	PERIODICALS & SUBSCRIPTIONS	109				150		150	150		150	
315	REPROGRAPHIC SUPPLIES	58,804		53,177		84,340		60,000	71,000		71,000	
317	COMPUTER EQUIPMENT					660		660	700		700	
318	COMPUTER SOFTWARE	635				3,600			2,000		2,000	
326	TRAINING	40		695		1,250		600	1,250		1,250	

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City of Beaverton - Finance
 Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
 POSITION FUNDED .50 FTE REPROGRAPHICS FUND AND .50 FTE GENERAL FUND
 COMMUNITY EVENTS PROGRAM 0657 FOR SOLID WASTE ACTIVITIES.
- 080 SENIOR PROGRAM MANAGER
 FY 08-09 REFLECTS POSITION TRANSFERRED TO PROGRAM 0522.
- 221 SUPPORT SPECIALIST 2
 TWO POSITIONS FOR MAILROOM AND GRAPHIC SERVICES SUPPORT.
- 254 GRAPHICS TECHNICIAN
- 275 EXTRA HELP
 EXTRA HELP FOR MAINTAINING CURRENT AND PROJECTED WORKLOADS AND PROJECTS IN
 REPROGRAPHICS AND AUDIO-VISUAL SERVICES
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY
 TOTALS 52.79% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 28.89% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 16.18% FOR
 RETIREMENT CONTRIBUTIONS (16.83% PERS OR 14.81% OPSRP GENERAL OR
 17.52% OPSRP POLICE), AND 4.56% IN OTHER TAXES (UNEMPLOYMENT
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 23.90% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE
 GRAPHIC SERVICES OFFICE SUPPLIES. \$375
- 302 POSTAGE EXPENSE
 CITYWIDE POSTAGE EXPENSE \$315,950
- 303 OFFICE FURNITURE & EQUIPMENT
 GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES. \$5,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
 CITY A/V EQUIPMENT UPGRADES AND REPLACEMENTS. \$10,000
- 305 SPECIAL DEPARTMENT SUPPLIES
 A/V SUPPLIES AND CONSUMABLES \$1,500; MAIL MACHINE SUPPLIES AND CARRIER ROUTE UPDATE DATA \$1,500
- 307 MEMBERSHIP FEES
 INTERNATIONAL PUBLISHING MANAGEMENT ASSOCIATION (IPMA) \$250; GREATER PORTLAND POSTAL CUSTOMER COUNCIL
 \$200
- 308 PERIODICALS & SUBSCRIPTIONS
 GRAPHIC SERVICES SKILL DEVELOPMENT FOR GRAPHIC SERVICES STAFF \$150
- 315 REPROGRAPHIC SUPPLIES
 PAPER, ENVELOPES, BINDING MATERIALS, PREPRINTED STOCK AND OTHER SUPPLIES \$71,000
- 317 COMPUTER EQUIPMENT
 EQUIPMENT UPGRADES AND REPLACEMENTS \$700
- 318 COMPUTER SOFTWARE
 ADOBE CREATIVE SUITE UPGRADES \$2,000
- 326 TRAINING
 TRAINING NOT OFFERED IN CITY STAFF TRAINING FOR GRAPHIC DESIGN SERVICES \$1,250

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City of Beaverton - Finance
 Budget Preparation - 2011

BP WORKSHEET & JUSTIFICATION

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

OBJ	2008 - ACTUAL		2009 - ACTUAL		2010 BUDGETED		2010	2011 - RECOMD		2011 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
371	EQUIPMENT OPER & MAINT EXPENSE										
	1,846		2,969		3,000		1,500	3,000		3,000	
481	OTHER EXPENSES										
	109,097		94,271		135,000		115,000	220,000		220,000	
511	PROFESSIONAL SERVICES										
	285		4,911		11,100		7,500	36,100		36,100	
536	MAINTENANCE CONTRACTS										
			3,942		5,000		4,900	6,200		6,200	
551	RENTS AND LEASES										
	172,705		201,235		247,000		220,000	250,000		250,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	371,119		676,343		828,250		673,885	925,175		925,175	
CLASS: 15 CAPITAL OUTLAY											
601	OFFICE MACHINES AND EQUIPMENT										
					13,000		13,000				
TOTAL CLASS: 15 CAPITAL OUTLAY											
					13,000		13,000				
CLASS: 25 TRANSFERS											
818	TRSFERS TO ISD-ALLOCATED										
	15,016		14,778		23,233		23,233	26,679		26,679	
819	TRSFERS TO INSURANCE FUND										
	5,906		4,725		4,725		4,725	4,725		4,725	
TOTAL CLASS: 25 TRANSFERS											
	20,922		19,503		27,958		27,958	31,404		31,404	
CLASS: 30 OTHER											
991	CONTINGENCY										
					104,910			106,068		106,068	
TOTAL CLASS: 30 OTHER											
					104,910			106,068		106,068	
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM											
	613,087	2.75	937,524	3.50	1,246,857	3.40	964,097	1,333,015	3.40	1,333,015	3.40
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT											
	613,087	2.75	937,524	3.50	1,246,857	3.40	964,097	1,333,015	3.40	1,333,015	3.40
TOTAL FUND: 601 REPROGRAPHICS FUND											
	613,087	2.75	937,524	3.50	1,246,857	3.40	964,097	1,333,015	3.40	1,333,015	3.40

City of Beaverton - Finance
Budget Preparation - 2011

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 \$3,000
- 481 OTHER EXPENSES
OUTSIDE VENDOR PRINTING SERVICES FOR THE CITY. \$135,000
PRODUCTION OF YOUR CITY NEWSLETTER, ANNUAL REPORT AND ALL-CITY MAILINGS (THIS WAS FORMERLY BUDGETED IN 001-10-0522-10-511) \$85,000
- 511 PROFESSIONAL SERVICES
CONTRACT AND PROFESSIONAL SERVICES \$5,000; MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$6,100; GRAPHIC DESIGN SERVICES \$25,000
- 536 MAINTENANCE CONTRACTS
CONTRACTS FOR MAILROOM, GRAPHIC SERVICES AND/OR A/V EQUIPMENT (INCREASE DUE TO NEW SERVICE CONTRACT ON PAPER CUTTER) \$6,200
- 551 RENTS AND LEASES
COPIER AND EQUIPMENT RENTAL AND LEASES (INCREASE DUE TO ANTICIPATED LEASE RENEWALS) \$245,100; AUXILIARY SERVICES SHARE OF STORAGE FACILITY LEASE \$2,400; POSTAGE METER AND PACKAGE TRACKING SECURITY SYSTEM \$2,500

- 601 OFFICE MACHINES AND EQUIPMENT
(DECREASE DUE TO NO ANTICIPATED MAJOR EQUIPMENT NEEDS IN FY10-11)

- 818 TRSFERS TO ISD-ALLOCATED
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$26,679
- 819 TRSFERS TO INSURANCE FUND
ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

- 991 CONTINGENCY