

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

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

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

| | | | | | | | | | | | | |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| | -123,343 | | -132,265 | | -102,561 | | -102,561 | -102,561 | -101,765 | | -101,765 | |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

| | | | | | | | | | | | | |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| | -123,343 | | -132,265 | | -102,561 | | -102,561 | -102,561 | -101,765 | | -101,765 | |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

| | | | | | | | | | | | | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| | -1,106 | | -1,864 | | -1,900 | | -1,506 | -1,900 | -2,700 | | -2,700 | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

389 MISCELLANEOUS REVENUES

| | | | | | | | | | | | | |
|--|------|--|--------|--|--|--|--------|--------|--|--|--|--|
| | -291 | | -6,742 | | | | -1,005 | -1,005 | | | | |
|--|------|--|--------|--|--|--|--------|--------|--|--|--|--|

0689 399 REIMBURSEMENTS - OTHER

| | | | | | | | | | | | | |
|--|--|--|------|--|--|--|--|--|--|--|--|--|
| | | | -140 | | | | | | | | | |
|--|--|--|------|--|--|--|--|--|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

| | | | | | | | | | | | | |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|
| | -5,750 | | | | | | | | | | | |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

| | | | | | | | | | | | | |
|--|--------|--|------|--|--|--|------|------|--|--|--|--|
| | -1,477 | | -993 | | | | -572 | -572 | | | | |
|--|--------|--|------|--|--|--|------|------|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

| | | | | | | | | | | | | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| | -8,624 | | -9,739 | | -1,900 | | -3,083 | -3,477 | -2,700 | | -2,700 | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

| | | | | | | | | | | | | |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| | -867,582 | | -833,840 | | -935,193 | | -686,480 | -935,193 | -934,821 | | -934,821 | |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

412 TRSFERS FROM STREET FUND

| | | | | | | | | | | | | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| | -5,476 | | -4,138 | | -4,954 | | -4,002 | -4,954 | -4,435 | | -4,435 | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

419 TRSFERS FROM WATER FUND

| | | | | | | | | | | | | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| | -6,841 | | -4,890 | | -6,055 | | -3,684 | -6,055 | -6,099 | | -6,099 | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

421 TRSFERS FROM SEWER FUND

| | | | | | | | | | | | | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| | -2,896 | | -2,422 | | -2,477 | | -1,871 | -2,477 | -3,050 | | -3,050 | |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

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 - RECOMD | | 2019 ADOPTED | |
|---|---------------------------------|-----|---------------|-----|---------------|-----|----------|------------|---------------|-----|--------------|-----|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | ACT AMT | EST AMT | AMOUNT | FTE | AMOUNT | FTE |
| | -3,173 | | -1,908 | | -1,651 | | -1,209 | -1,651 | -4,436 | | -4,436 | |
| 428 | TRSFRR FR BUILDING OPERATING FD | | | | | | | | | | | |
| | -9,044 | | -7,578 | | -8,807 | | -5,391 | -8,807 | -7,762 | | -7,762 | |
| 430 | TRANSFER FROM LIBRARY FUND | | | | | | | | | | | |
| | -84,279 | | -97,043 | | -103,482 | | -89,263 | -103,482 | -108,680 | | -108,680 | |
| 431 | TRSFRR FR GIS FUND | | | | | | | | | | | |
| | -1,978 | | -1,522 | | -1,651 | | -1,960 | -1,651 | | | | |
| 432 | TRSFRR FR PUBLIC WRKS ADMN FUND | | | | | | | | | | | |
| | -23,017 | | -22,358 | | -24,219 | | -21,682 | -24,219 | -25,506 | | -25,506 | |
| 433 | TRSFRRS FROM CDBG FUND | | | | | | | | | | | |
| | -568 | | -812 | | -826 | | -653 | -826 | -832 | | -832 | |
| 437 | TRSFRRS FRM INSURANCE FUND | | | | | | | | | | | |
| | -3,059 | | -2,130 | | -3,304 | | -1,492 | -3,304 | -3,328 | | -3,328 | |
| 438 | TRSFRRS FRM BEAVERTON ARTS COMM | | | | | | | | | | | |
| | -2,227 | | | | | | | | | | | |
| 441 | TRSFRRS FR STORM DRAIN FUND | | | | | | | | | | | |
| | -3,248 | | -2,373 | | -2,477 | | -1,816 | -2,477 | -3,050 | | -3,050 | |
| 442 | TRANSFER FROM THE TLT FUND | | | | | | | | | | | |
| | | | | | -3,201 | | -2,726 | -3,201 | -5,444 | | -5,444 | |
| 444 | TRSFRR FROM BURA GENERAL FUND | | | | | | | | | | | |
| | | | | | -2,752 | | -1,259 | -2,752 | -1,662 | | -1,662 | |
| 449 | TSFR FR TRANS DEVL TAX/TIF FD | | | | | | | | | | | |
| | -1,086 | | -611 | | -826 | | -442 | -826 | -832 | | -832 | |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS | | | | | | | | | | | | |
| | -1,014,474 | | -981,625 | | -1,101,875 | | -823,930 | -1,101,875 | -1,109,937 | | -1,109,937 | |
| TOTAL DEPARTMENT: 03 REVENUE | | | | | | | | | | | | |
| | -1,146,441 | | -1,123,629 | | -1,206,336 | | -929,574 | -1,207,913 | -1,214,402 | | -1,214,402 | |

0690

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

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

CLASS: 05 PERSONNEL SERVICES

| | | | | | | | | | | | | |
|-----|------------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 080 | SENIOR PROGRAM MANAGER | | | | | | | | | | | |
| | 39,984 | .40 | 40,772 | .40 | 41,493 | .40 | 40,695 | 43,086 | 44,161 | .40 | 44,161 | .40 |
| 186 | PROGRAM COORDINATOR | | | | | | | | | | | |
| | | | | | | | | | 60,663 | 1.00 | 60,663 | 1.00 |
| 221 | SUPPORT SPECIALIST 2 | | | | | | | | | | | |
| | 96,540 | 2.00 | 98,617 | 2.00 | 104,538 | 2.00 | 97,543 | 103,947 | 54,085 | 1.00 | 54,085 | 1.00 |
| 254 | GRAPHIC DESIGNER | | | | | | | | | | | |
| | 61,882 | 1.00 | 46,443 | 1.00 | 52,054 | 1.00 | 50,556 | 53,689 | 57,284 | 1.00 | 57,284 | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES | | | | | | | | | | | |
| | 93,409 | | 97,244 | | 117,614 | | 103,715 | 107,394 | 124,175 | | 124,175 | |
| 0 | TOTAL CLASS: 05 PERSONNEL SERVICES | | | | | | | | | | | |
| 1 | 291,815 | 3.40 | 283,076 | 3.40 | 315,699 | 3.40 | 292,509 | 308,116 | 340,368 | 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 | | 182,795 | 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 | | 11,711 | 11,000 | 12,000 | | 12,000 | |
| 305 | SPECIAL DEPARTMENT SUPPLIES | | | | | | | | | | | |
| | 1,124 | | 1,374 | | 2,000 | | 1,556 | 1,600 | 2,000 | | 2,000 | |
| 307 | MEMBERSHIP FEES | | | | | | | | | | | |
| | | | | | 200 | | | | | | | |
| 315 | REPROGRAPHIC SUPPLIES | | | | | | | | | | | |
| | 44,944 | | 47,915 | | 51,500 | | 48,748 | 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 - RECOMD | | 2019 ADOPTED | |
|--------------------------------------|--------------------------------|-----|---------------|-----|---------------|-----|----------|---------|---------------|-----|--------------|-----|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | ACT AMT | EST AMT | AMOUNT | FTE | AMOUNT | FTE |
| | 459 | | | | | | | | | | | |
| 318 | COMPUTER SOFTWARE | | | | | | | | | | | |
| | | | | | 3,320 | | 2,605 | 2,605 | | | | |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | | | | | | | | | | | |
| | 1,160 | | 1,854 | | 3,000 | | 992 | 2,400 | 2,400 | | 2,400 | |
| 371 | EQUIPMENT OPER & MAINT EXPENSE | | | | | | | | | | | |
| | 583 | | 145 | | 1,200 | | 427 | 650 | 1,200 | | 1,200 | |
| 481 | OTHER EXPENSES | | | | | | | | | | | |
| | 130,861 | | 149,248 | | 175,000 | | 164,012 | 170,000 | 175,000 | | 175,000 | |
| 511 | PROFESSIONAL SERVICES | | | | | | | | | | | |
| | 8,842 | | 5,841 | | 12,000 | | 7,671 | 8,000 | 12,000 | | 12,000 | |
| 536 | MAINTENANCE CONTRACTS | | | | | | | | | | | |
| | 1,439 | | 1,583 | | 2,400 | | 1,742 | 1,742 | 1,800 | | 1,800 | |
| 0592 551 | RENTS AND LEASES | | | | | | | | | | | |
| | 242,242 | | 251,290 | | 268,647 | | 259,761 | 265,000 | 282,918 | | 282,918 | |
| TOTAL CLASS: 10 MATERIALS & SERVICES | | | | | | | | | | | | |
| | 678,276 | | 707,516 | | 778,142 | | 682,341 | 758,975 | 796,218 | | 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 | 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 - RECOMD | | 2019 ADOPTED | |
|---|---------------|------|---------------|------|---------------|------|-----------|-----------|---------------|------|--------------|------|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | ACT AMT | EST AMT | AMOUNT | FTE | AMOUNT | FTE |
| | 4,095 | | 5,323 | | 6,121 | | 6,121 | 6,121 | 6,121 | | 6,121 | |
| TOTAL CLASS: 25 TRANSFERS | | | | | | | | | | | | |
| | 31,573 | | 30,476 | | 39,057 | | 39,057 | 39,057 | 42,348 | | 42,348 | |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES | | | | | | | | | | | | |
| 991 CONTINGENCY - UNRESERVED | | | | | | | | | | | | |
| | | | | | 73,438 | | | | 35,468 | | 35,468 | |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES | | | | | | | | | | | | |
| | | | | | 73,438 | | | | 35,468 | | 35,468 | |
| TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT | | | | | | | | | | | | |
| | 1,014,175 | 3.40 | 1,021,068 | 3.40 | 1,206,336 | 3.40 | 1,013,907 | 1,106,148 | 1,214,402 | 3.40 | 1,214,402 | 3.40 |

5693

BP WORKSHEET & JUSTIFICATION

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

| OBJ | 2016 - ACTUAL | | 2017 - ACTUAL | | 2018 BUDGETED | | 2018 | 2019 - RECOMD | | 2019 ADOPTED | |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | EST AMT | AMOUNT | FTE | AMOUNT | FTE |

CLASS: 05 BEGINNING WORKING CAPITAL

| | | | | | | | | | | | |
|-----|---------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 301 | BEGINNING WORKING CAPITAL | | | | | | | | | | |
| | | 123,343 | 132,265 | | 102,561 | | 102,561 | 101,765 | | 101,765 | |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

| | | | | | | | | | | | |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
| | | 123,343 | 132,265 | | 102,561 | | 102,561 | 101,765 | | 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 | 4,436 | | 4,436 | |
|--|--|-------|-------|--|-------|--|-------|-------|--|-------|--|

428 TRSFR 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 TRSFR FR GIS FUND

| | | | | | | | | | | | |
|--|--|-------|-------|--|-------|--|-------|--|--|--|--|
| | | 1,978 | 1,522 | | 1,651 | | 1,651 | | | | |
|--|--|-------|-------|--|-------|--|-------|--|--|--|--|

432 TRSFR 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 | |
|--|--|-------|-------|--|-------|--|-------|-------|--|-------|--|

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

0695

BP WORKSHEET & JUSTIFICATION

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

| OBJ | 2016 - ACTUAL | | 2017 - ACTUAL | | 2018 BUDGETED | | 2018 | 2019 - RECOMD | | 2019 ADOPTED | |
|---|---------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | EST AMT | 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 | 1,214,402 | | 1,214,402 | |
| TOTAL DEPARTMENT: 03 REVENUE | | | | | | | | | | | |
| | 1,146,441 | | 1,123,629 | | 1,206,336 | | 1,207,913 | 1,214,402 | | 1,214,402 | |

BP WORKSHEET & JUSTIFICATION

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

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

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



BP WORKSHEET & JUSTIFICATION

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

| OBJ | 2016 - ACTUAL | | 2017 - ACTUAL | | 2018 BUDGETED | | 2018 | 2019 - RECOMD | | 2019 ADOPTED | |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | EST AMT | 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 | 60,663 | 1.00 | |
| 221 | SUPPORT SPECIALIST 2 | | | | | | | | | | | |
| | 96,540 | 2.00 | 98,617 | 2.00 | 104,538 | 2.00 | 103,947 | 54,085 | 1.00 | 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 | | 117,614 | | 107,394 | 124,175 | | 124,175 | | |

TOTAL CLASS: 05 PERSONNEL SERVICES

| | | | | | | | | | | | |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| | 291,815 | 3.40 | 283,076 | 3.40 | 315,699 | 3.40 | 308,116 | 340,368 | 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 |

- 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 A/V EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$12,000
- 305 SPECIAL DEPARTMENT SUPPLIES
 MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$1,650
 MISCELLANEOUS A/V 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

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

PROGRAM: 0721 REPROGRAPHICS PROGRAM

| OBJ | 2016 - ACTUAL | | 2017 - ACTUAL | | 2018 BUDGETED | | 2018 | 2019 - RECOMD | | 2019 ADOPTED | |
|---|--------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
| | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | EST AMT | 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 | 175,000 | | 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 | 796,218 | | 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 | | | | | | | | | | |
| | | | | | 73,438 | | | 35,468 | | 35,468 | |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES | | | | | | | | | | | |
| | | | | | 73,438 | | | 35,468 | | 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 | 1,214,402 | 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 | 1,214,402 | 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 | 1,214,402 | 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 |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 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