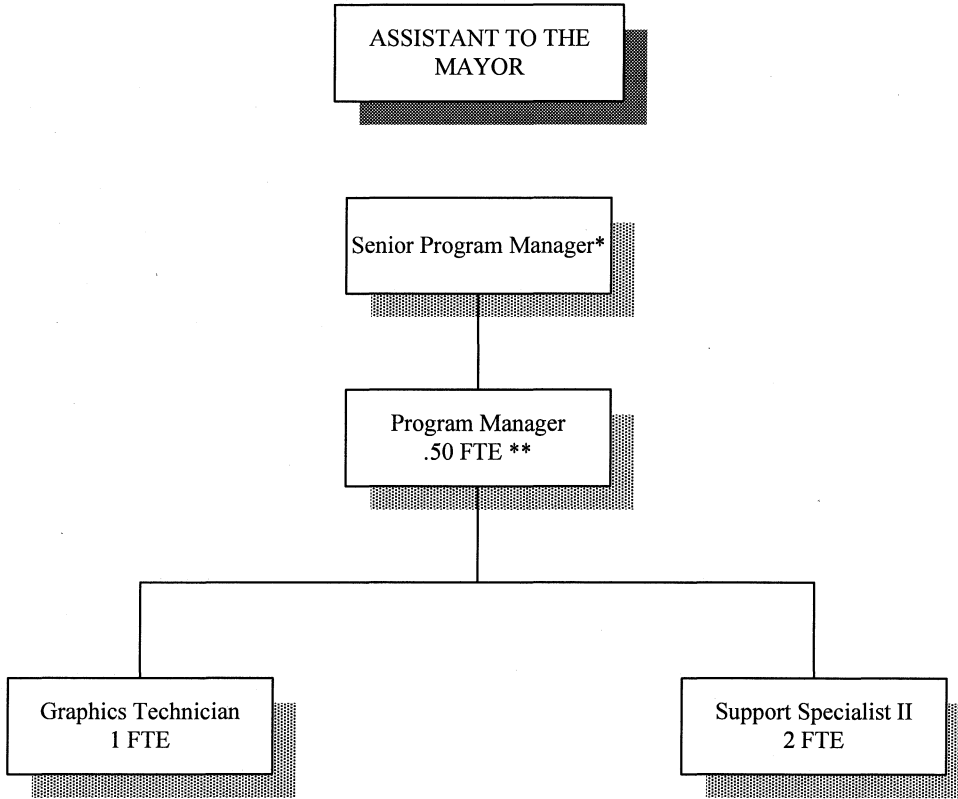


REPROGRAPHICS FUND

Reprographics Fund

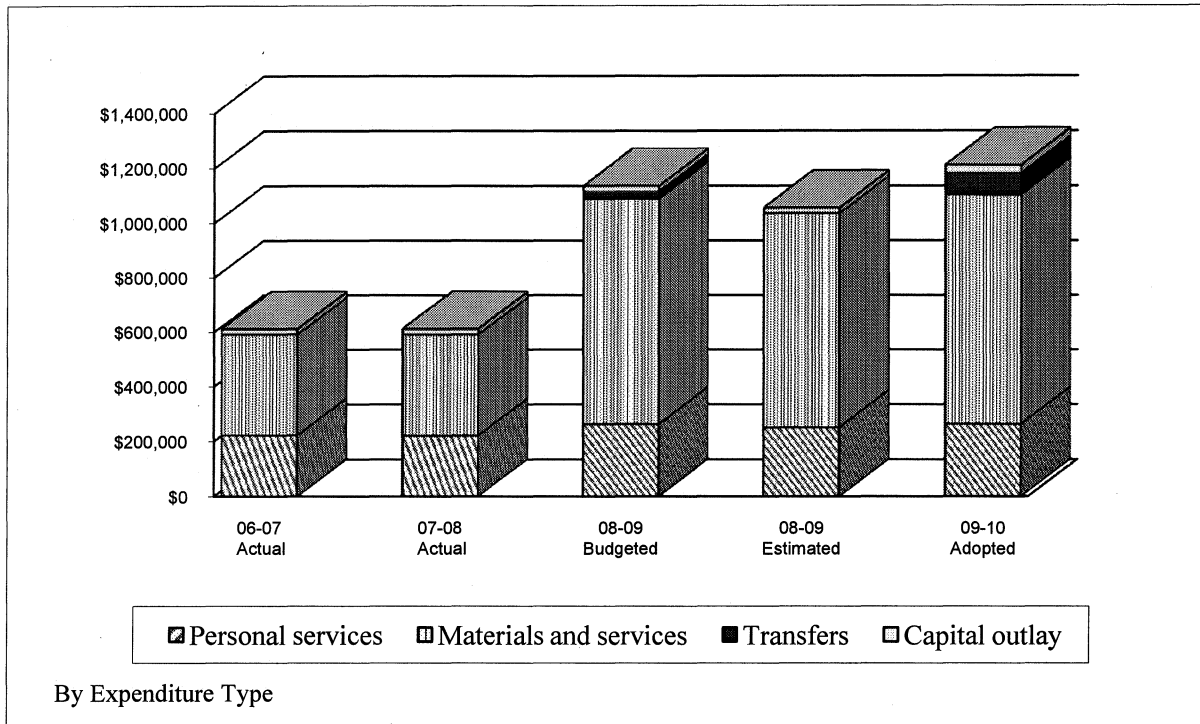
FY 2009-10 BUDGETED POSITIONS



* *Funded in General Fund*

** *.50 FTE funded in General Fund*

REPROGRAPHICS FUND ADOPTED FY 2009-10



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2009-10 BUDGET

**REPROGRAPHICS FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES**

	<u>FY 2006-07</u> <u>Actual</u>	<u>FY 2007-08</u> <u>Actual</u>	<u>FY 2008-09</u> <u>Budgeted</u>	<u>FY 2008-09</u> <u>Estimated</u>	<u>FY 2009-10</u> <u>Adopted</u>
Revenues:					
Interest on investments	\$6,223	\$6,383	\$1,125	\$2,500	\$510
Charges for services	1,160	980	1,000	110	0
Miscellaneous	4,676	4,952	1,000	6,812	1,000
Sub Total Revenues	<u>\$12,059</u>	<u>\$12,315</u>	<u>\$3,125</u>	<u>\$9,422</u>	<u>\$1,510</u>
Expenditures:					
Personal services	\$222,864	\$221,046	\$263,217	\$252,099	\$263,722
Materials & services	369,888	371,117	826,794	785,137	840,250
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$592,752</u>	<u>\$592,163</u>	<u>\$1,090,011</u>	<u>\$1,037,236</u>	<u>\$1,103,972</u>
Revenues Over/Under Expenditures	(\$580,693)	(\$579,848)	(\$1,086,886)	(\$1,027,814)	(\$1,102,462)
Other financing sources (uses):					
Transfers in	\$610,798	\$608,345	\$1,025,917	\$1,025,917	\$1,124,612
Transfers out	(20,522)	(20,922)	(20,185)	(20,185)	(27,958)
Total Other Financing Sources (Uses):	<u>\$590,276</u>	<u>\$587,423</u>	<u>\$1,005,732</u>	<u>\$1,005,732</u>	<u>\$1,096,654</u>
Net Change in Fund Balance	\$9,583	\$7,575	(\$81,154)	(\$22,082)	(\$5,808)
Fund Balance/Working Capital Beginning of Year	<u>91,122</u>	<u>100,705</u>	<u>108,280</u>	<u>108,280</u>	<u>86,198</u>
Fund Balance (Contingency)/Working Capital End of Year	<u>\$100,705</u>	<u>\$108,280</u>	<u>\$27,126</u>	<u>\$86,198</u>	<u>\$80,390</u>

Contingency for FY 2009-10 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain the 16% contingency balances from year to year.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2009-10 BUDGET

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

MISSION STATEMENT:

To provide complete printing, copying, graphics, production, audio/visual and support services with maximum efficiency, responsive to City and community stakeholders and customers expectations. This is achieved by providing excellent service to all internal and external customers and ensuring the timeliness and quality of every request. *(Corresponds to Council Goal #1: Preserve and enhance our sense of community; #2: Use City resources efficiently to ensure long-term financial stability; #3: Continue to plan for, improve and maintain the City's infrastructure; #4: Provide responsive, cost-effective service to the community; #8: Provide and support a highly qualified and motivated City work force.)*

REQUIREMENTS	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 BUDGETED	FY 2009-10 PROPOSED	FY 2009-10 ADOPTED
POSITION	2.75	2.75	3.50	3.50	3.50
PERSONAL SERVICES	\$222,865	\$221,046	\$263,217	\$263,722	\$263,722
MATERIALS & SERVICES	369,888	371,119	826,794	840,250	840,250
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	20,522	20,922	20,185	27,958	27,958
CONTINGENCY	0	0	27,126	80,390	80,390
TOTAL	\$613,275	\$613,087	\$1,137,322	\$1,212,320	\$1,212,320

Funding Sources:	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2009-10
Beginning Working Capital	\$91,122	\$100,705	\$108,280	\$86,198	\$86,198
Service Fees	1,160	980	1,000	0	0
Miscellaneous Revenue	10,898	11,335	2,125	1,510	1,510
Transfer from Other Funds	610,799	608,345	1,025,917	1,124,612	1,124,612

	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Budgeted	FY 2009-10 Adopted
Reprographics Budget Cost Per Capita (less contingency)	\$7.28	\$7.17	\$12.88	\$13.07
Reprographics Budget as Percent of City's Total Budget (less contingencies and capital projects)	0.729%	0.675%	0.756%	0.774%

Program Objectives:

The Graphic Services Program provides high-speed copier services; bindery; layout and typesetting; acts as liaison between departments and vendors for all printing and copying projects; recycling for internal departments; maintenance and service on City equipment (excluding information systems); audio visual checkout and maintenance; and general mail preparation.

- Identify the needs of City and assist with suggestions toward a quality outcome of projects in a timely manner.
- To provide first-class customer service and promote a team-oriented environment to ensure productive, highly motivated staff.
- To provide creative and informative graphic design, printing services and television productions
- To evaluate, revise, and improve department policies, programs, personnel, budget development and organizational structure.
- To promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same high standards of Graphic Services.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2009-10 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0721 GRAPHIC SERVICES	PROGRAM MANAGER: SCOTT KELLER

Performance Measures:	FY 2006-07 Projected/Actual	FY 2007-08 Projected/Actual	FY 2008-09 Budgeted/Revised	FY 2009-10 Adopted
Total number of work requests	4,500 / 4,500	4,500 / 4,500	5,000 / 4,500	4,500
Percent of error free work requests	96% / 96%	96% / 96%	96% / 96%	96%
Percent of paper recycled	95% / 95%	95% / 95%	95% / 95%	95%
Percent of completed work orders within requested time (target is 95%)	95% / 95%	95% / 95%	95% / 95%	95%
Percent of completed service requests within requested time (target is 95%)	95% / 95%	95% / 95%	95% / 95%	95%
Outgoing Mail (number of pieces)	950,000 / 1,246,096	1,050,000 / 1,517,000	1,710,000 / 1,600,000	1,600,000

Performance Outcomes:

The program is continuing the implementation and expansion of an electronic job submission and work order tracking system. The program will use these numbers to organize our workflow system to better plan regularly scheduled requests to increase customer satisfaction.

Services Provided:

(Goal #8: Provide and support a highly qualified and motivated City work force.)

Printing: Provide camera-ready copy, paper and specifications to outside vendors.

Copiers: Provide complete service including paper, toner, maintenance and billing for convenience copiers throughout City programs and departments.

Desktop Publishing: Provide in-house graphic design or desktop publishing for all programs. Encourage electronic forms for operating departments to decrease the use of paper.

Communication: Meet with customers and stakeholders to ensure current City guidelines are followed in the design of printed materials.

Meeting Agenda Packets: Prepare Council and Commission information packets.

Audio-Visual: Schedule, check out, purchase and maintain all technical equipment for departmental audio and visual equipment needs, including television productions.

Administration and Support Services: Support City operating departments by scheduling work, processing work orders, delivering finished products, monthly billings, bids and request for proposals for all equipment and printed work.

City Mail: Provide mail and shipping services as follows: sort incoming mail into department mailboxes; process outgoing department mail; assist with processing shipments by courier or package delivery company, track and notify staff of all incoming packages. Mail security monitored for all incoming packages and parcels.

Supplies: Purchase supplies and maintain inventories related to audio/visual, printing, mailing and reprographic equipment.

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2009-10 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0721 GRAPHIC SERVICES	PROGRAM MANAGER: SCOTT KELLER

Budget Highlights:

Graphic Services will continue efforts on increasing the use of recycled materials in FY 2009-10 to help preserve the natural resources. The program will continue to enhance the quality of products by providing efficient and customer friendly service. We will continue investigating ways to improve the quality and professionalism of the products produced within the program. We will continue streamlining procedures and implementing new programs to increase productivity and raise customer satisfaction levels.

The program's budget has been consistent with the growth within the City. We have been able to minimize the program's budget by purchasing supplies and equipment on government contracts and/or in large quantities to receive price breaks. The program will continue to output public information at the same quality with minimal budget growth. Graphic Services will continue improving service to our internal and external customers by providing them with efficient and cost effective service and materials.

Program Services and Trends:

The Graphic Services Program oversees production, computer design and layout, maintenance on electronic equipment (excluding information systems), supplies, design services and daily support. We provide these services with maximum efficiency and quality at a reasonable cost in an effort to provide exceptional customer service to operating departments, our community, and other public agencies.

The Program's mission has challenged staff to review all of our internal processes and eliminating unnecessary procedures and activities to provide valuable and timely service to operating departments. We continue to focus on improvements in efficiency and services:

- Continual evaluation of processing and bidding procedures to improve timeliness of work requests
- Purchasing stock in large quantities and/or via government price contracts to obtain the best prices possible
- Continual development of billing and inventory databases to accurately track costs and work requests for future forecasting
- Graphic Services will continue to use recycled paper this year to help preserve natural resources

In 2008, a new high speed color image press production copier was installed in the Graphic Services work room that increases automated print and collating services in an effort to maximize use of time and funds.

Sustainability Efforts:

Educate and promote sustainable practices to City staff including double-sided copies, recyclable paper, electronic communications and newsletters, web site promotion and using sustainable materials for events and public meetings.

The program will continue to look for opportunities to promote printing from copiers to reduce toner and other toxic chemical usage.

Educate and promote the use of the digital store front which reduces printing and scanning paper versions of documents saving renewable resources and reducing pollution.