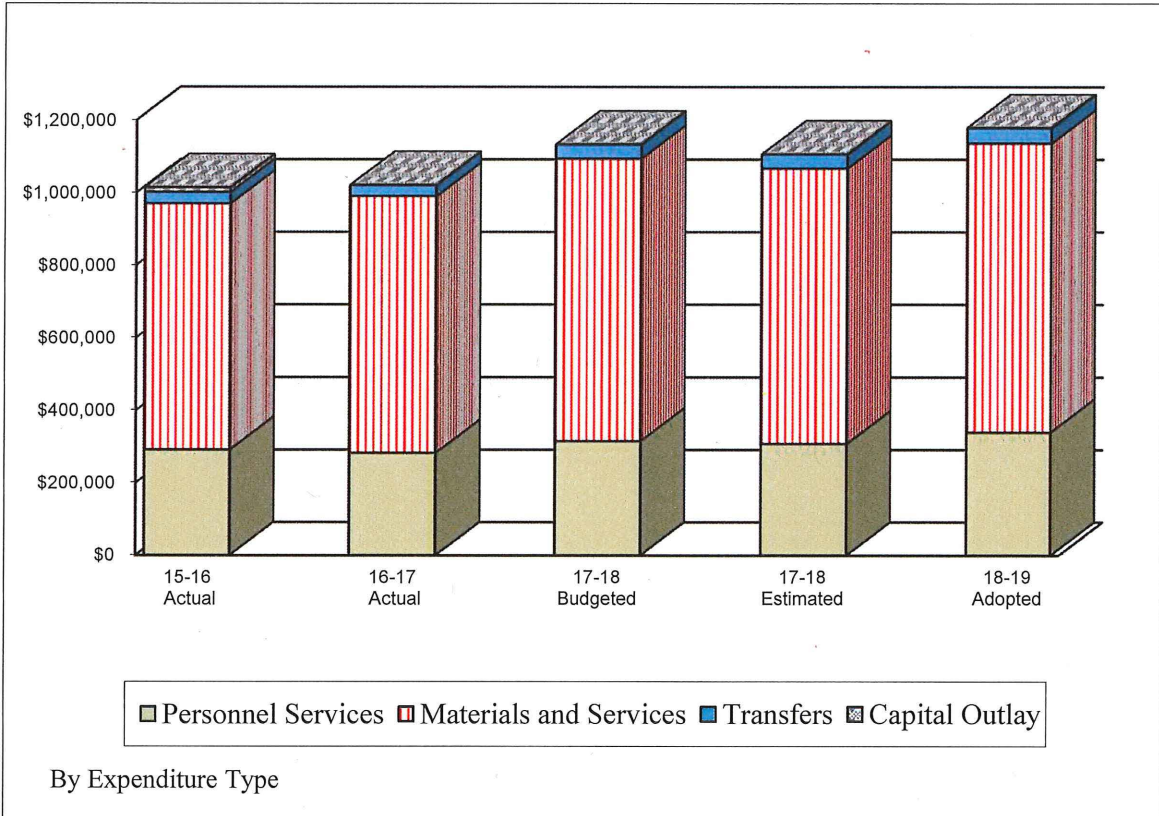


CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

REPROGRAPHICS FUND
ADOPTED FY 2018-19



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

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

	<u>FY 2015-16 Actual</u>	<u>FY 2016-17 Actual</u>	<u>FY 2017-18 Budgeted</u>	<u>FY 2017-18 Estimated</u>	<u>FY 2018-19 Adopted</u>
Revenues:					
Interest on investments	\$1,106	\$1,864	\$1,900	\$1,900	\$2,700
Miscellaneous	7,517	7,875	0	1,577	0
Sub Total Revenues	<u>\$8,623</u>	<u>\$9,739</u>	<u>\$1,900</u>	<u>\$3,477</u>	<u>\$2,700</u>
Expenditures:					
Personnel services	\$291,815	\$283,076	\$315,699	\$308,116	\$340,368
Materials & services	678,276	707,516	778,142	758,975	796,218
Capital outlay	12,511	0	0	0	0
Sub Total Expenditures	<u>\$982,602</u>	<u>\$990,592</u>	<u>\$1,093,841</u>	<u>\$1,067,091</u>	<u>\$1,136,586</u>
Revenues Over/Under Expenditures	(\$973,979)	(\$980,853)	(\$1,091,941)	(\$1,063,614)	(\$1,133,886)
Other financing sources (uses):					
Transfers in	\$1,014,474	\$981,625	\$1,101,875	\$1,101,875	\$1,109,937
Transfers out	(31,573)	(30,476)	(39,057)	(39,057)	(42,348)
Total Other Financing Sources (Uses):	<u>\$982,901</u>	<u>\$951,149</u>	<u>\$1,062,818</u>	<u>\$1,062,818</u>	<u>\$1,067,589</u>
Net Change in Fund Balance	\$8,922	(\$29,704)	(\$29,123)	(\$796)	(\$66,297)
Fund Balance/Working Capital					
Beginning of Year	<u>123,343</u>	<u>132,265</u>	<u>102,561</u>	<u>102,561</u>	<u>101,765</u>
Fund Balance (Contingency)/Working Capital					
End of Year	<u>\$132,265</u>	<u>\$102,561</u>	<u>\$73,438</u>	<u>\$101,765</u>	<u>\$35,468</u>

Contingency for FY 2018-19 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
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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. Our work supports the Beaverton Community Vision goals *Build Community* and *Provide High Quality Public Services*.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.40	3.40	3.40	3.40	3.40
PERSONNEL SERVICES	\$291,815	\$283,076	\$315,699	\$340,368	\$340,368
MATERIALS & SERVICES	678,276	707,516	778,142	796,218	796,218
CAPITAL OUTLAY	12,511	0	0	0	0
TRANSFERS	31,573	30,476	39,057	42,348	42,348
CONTINGENCY	0	0	73,438	35,468	35,468
TOTAL	\$1,014,175	\$1,021,068	\$1,206,336	\$1,214,402	\$1,214,402

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$123,343	\$132,265	\$102,561	\$101,765	\$101,765
Miscellaneous Revenue	8,624	9,739	1,900	2,700	2,700
Transfer from Other Funds	1,014,474	981,625	1,101,875	1,109,937	1,109,937

Services and Trends:

The Reprographics Program 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 assist with suggestions toward a quality outcome of projects in a timely manner
- Provide first-class customer service and promote a team-oriented work environment
- Provide creative and informative graphic design and print/copy services
- Assist in the implementation of city branding efforts (*Vision Action #2: Create a Beaverton brand and market identity*)
- Promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same high standards of Graphic Services
- Distribute incoming mail and packages to city staff with efficiency and alert to safety concerns
- Serve as a resource to city departments in determining cost effective postage rates and efficient mail design/preparation to maximize public communication

Budget Highlights:

The Reprographics Program is committed to incorporating sustainability goals into the provision of services and products to city staff and Beaverton citizens (*Vision Target "Be a national leader in sustainable practices and programs"*):

- Nearly 90% of all copier paper has 100% recycled content.
- The *PaperCut* copier management system saves more than 25,000 sheets of paper annually and provides a secure, convenient method for printing and copying documents.
- Equipment for meetings and events are offered to 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.
- The program manages an inventory of central office supplies, including used items, to reduce waste.
- A web-based, paperless work order system is in the final stage of development.

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All postage expenses appear in the Reprographics Fund in order to more effectively track and monitor 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. Due to a USPS price increase in postage in January 2018 and projected mail volumes through June 2019, the program proposes a 3.5 percent increase in the postage budget for FY2018-19. 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 goal of the program is to maintain a high standard of public communication about city programs and services at the most cost effective level possible. Increases in the supply budget (which provides paper for all city programs) are minimized through a combination of bulk purchase of paper products from government contracts and decreased use of paper overall (as a result of attention to waste reduction efforts).

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. We will continue streamlining procedures and implementing new programs to increase productivity and maintain customer satisfaction levels and improve the quality and professionalism of products produced.

Program Objectives:

- **Printing:** Provide print-ready copy, paper and specifications to outside vendors.
- **Copiers:** Provide complete service including paper, toner, and maintenance for copiers throughout city departments and programs.
- **Graphic Design:** 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 city guidelines are followed in the design of materials.
- **Meeting Agenda Packets:** Prepare Council and Commission information packets.
- **Equipment:** Schedule, check out and maintain equipment for departmental meeting and event needs, including audio/visual and display equipment, pool vehicles and durable dishware.
- **Administration and Support Services:** Support city departments by scheduling work, processing work orders, delivering finished products, processing monthly billings, and submitting bids and request for proposals for all equipment and printed work.
- **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. Monitor mail security for all incoming packages and parcels.
- **Supplies:** Purchase supplies and maintain inventories related to audio/visual, printing, mailing and reprographic equipment
- **Central Supplies:** Manage The Beaverton Building central office supply and reuse inventory/system.

Progress on FY 2017-18 Action Plan:

To further the Visioning goals of “Build Community” and “Be a leader in sustainable practices and programs” in our service area we:

- Expanded implementation of the *PaperCut* copier management system from 27% to 77% of city fleet copiers to minimize unnecessary copies, provide secured printing for sensitive materials, and to direct copy and print production to the most economical equipment (departmental vs. Reprographics).
- Partnered with ISD staff to implement an electronic work order submission system that will enable more efficient processing of work orders, enhance data tracking, and improve ease of submission by staff.
- Maintained a consolidated office supply system for reusable materials and a centralized purchasing system of many commonly used office supply materials.
- Assisted in the cost effective implementation of printing branded materials for city programs (Community Vision Action #2: *Create a Beaverton brand and market identity*). Continue to monitor mailing patterns and advise city departments on cost effective mailing practices in an attempt to maintain or reduce citywide postage expenses.
- Began exploring a new package notification system to ensure security and convenience for staff.

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- Added two copiers for public use at the main library, replaced two departmental copiers at the end of their leases and are adding a second copier for the Finance Department's new office space.

FY 2018-19 Action Plan:

To further the Visioning goals of "Build Community" and "Be a leader in sustainable practices and programs" in our service area we will:

- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Complete implementation of the electronic work order submission system.
- Monitor mailing patterns and advise city departments on cost effective mailing practices in an attempt 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 18 department copiers at the end of their leases.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Adopted
Total number of work requests	5,000	5,000	5,000 / 5,000	5,000
Outgoing mail (number of pieces)	1,008,409	1,484,898	1,300,000 / 1,390,000	1,400,000
Number of all-city mailings	12	16	17 / 15	17
Incoming packages received	3,588	3,562	3,800 / 3,600	3,600
A/V equipment check-outs	1,535	1,700	1,700	1,700
Pool vehicle check-outs	868	900	1,000	1,000
Copiers in city buildings	33 / 33	34	35 / 36	36
Number of copies printed city-wide	3,524,965	3,430,599	3,500,000 / 3,500,000	3,600,000
Quantity of paper with 100% recycled content	87%	90%	90% / 90%	90%

Performance Outcomes and Program Trends:

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
- Reprographics will continue to use recycled content paper to help preserve natural resources

The program continues to evaluate how to use changing copier technology to improve services, such as increased automated print and collating services in an effort to maximize use of staff time and funds.

The program will continue to promote sustainable practices to city departments, 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.