



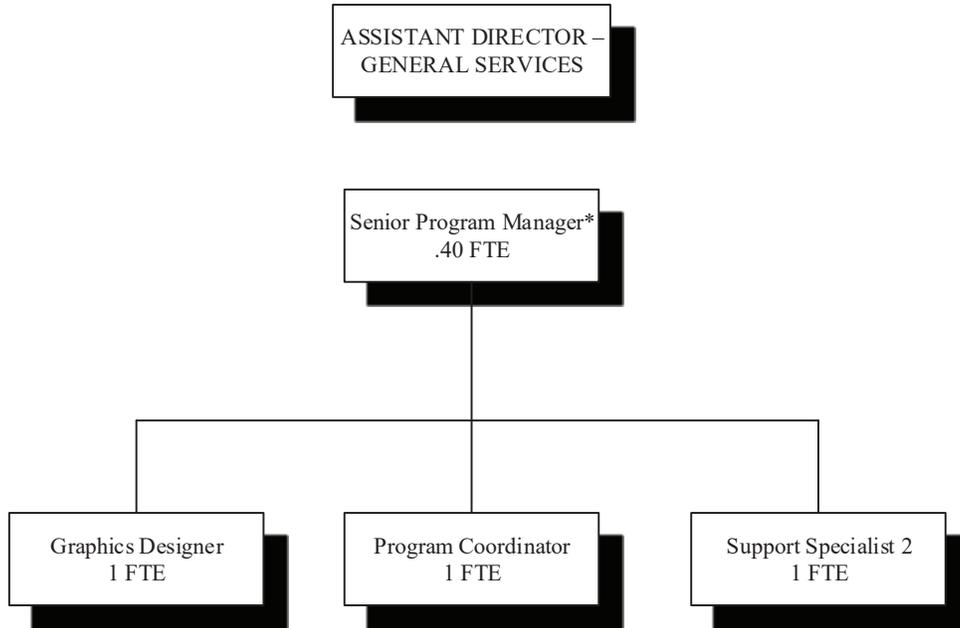
# Reprographics Fund

- Reprographic Services



# Reprographics Fund

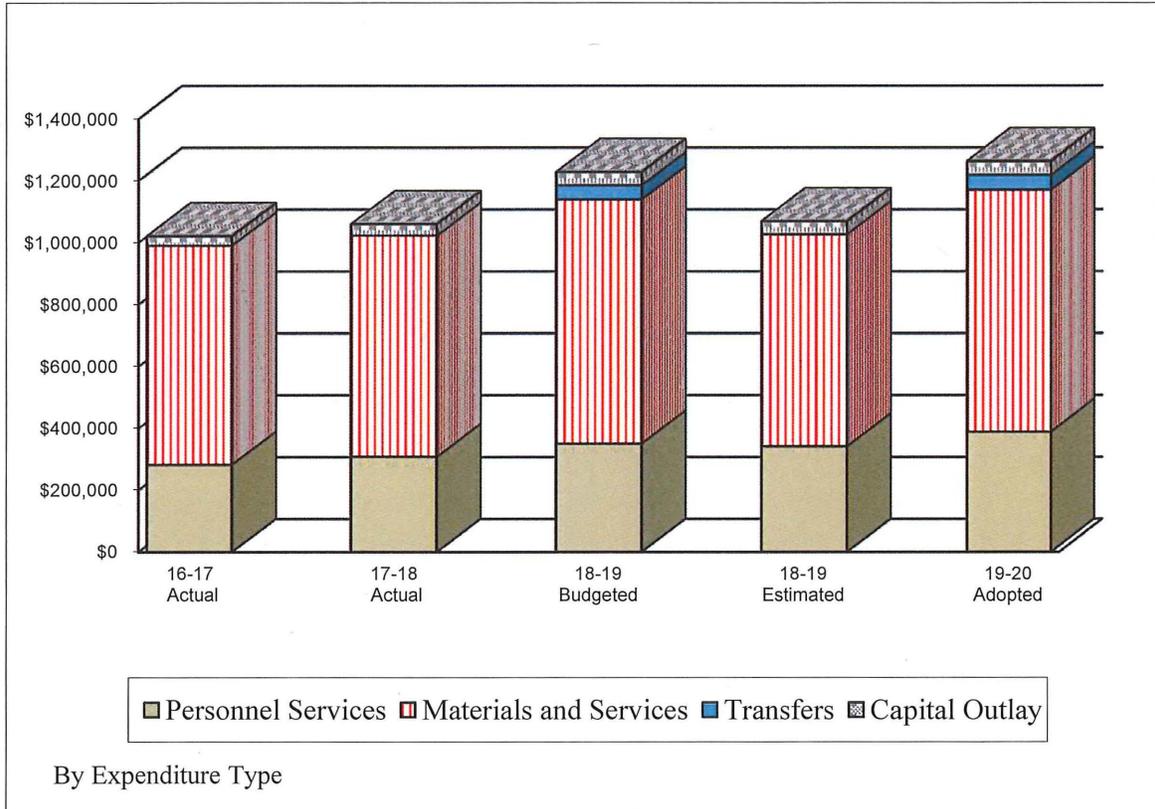
FY 2019-20 BUDGETED POSITIONS



\* .60 FTE funded in General Fund – Mayor’s Program

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET

**REPROGRAPHICS FUND**  
 ADOPTED FY 2019-20



CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

	<u>FY 2016-17 Actual</u>	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Budgeted</u>	<u>FY 2018-19 Estimated</u>	<u>FY 2019-20 Adopted</u>
<b>Revenues:</b>					
Interest on investments	\$1,864	\$1,892	\$2,700	\$2,700	\$3,000
Miscellaneous	7,875	900,522	944,821	945,132	910,497
Sub Total Revenues	<u>\$9,739</u>	<u>\$902,414</u>	<u>\$947,521</u>	<u>\$947,832</u>	<u>\$913,497</u>
The contingency policy is to maintain a target of 42% of operating expenditures in contingency for continuing operations					
<b>Expenditures:</b>					
Personnel services	\$283,076	\$308,177	\$350,568	\$341,860	\$388,861
Materials & services	707,516	714,651	789,018	685,009	781,725
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$990,592</u>	<u>\$1,022,828</u>	<u>\$1,139,586</u>	<u>\$1,026,869</u>	<u>\$1,170,586</u>
Revenues Over/Under Expenditures	(\$980,853)	(\$120,414)	(\$192,065)	(\$79,037)	(\$257,089)
<b>Other financing sources (uses):</b>					
Transfers in	\$981,625	\$160,204	\$175,116	\$175,116	\$190,458
Transfers out	(30,476)	(37,244)	(42,348)	(42,348)	(44,276)
Total Other Financing Sources (Uses):	<u>\$951,149</u>	<u>\$122,960</u>	<u>\$132,768</u>	<u>\$132,768</u>	<u>\$146,182</u>
Net Change in Fund Balance	(\$29,704)	\$2,546	(\$59,297)	\$53,731	(\$110,907)
Fund Balance/Working Capital					
Beginning of Year	<u>132,265</u>	<u>102,561</u>	<u>105,107</u>	<u>105,107</u>	<u>158,838</u>
Fund Balance (Contingency)/Working Capital					
End of Year	<u>\$102,561</u>	<u>\$105,107</u>	<u>\$45,810</u>	<u>\$158,838</u>	<u>\$47,931</u>

Contingency for FY 2019-20 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 high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses in contingency. The fund's contingency is \$47,931, which is 3.9% of operating expenditures.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> 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.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.40	3.40	3.40	3.40	3.40
PERSONNEL SERVICES	\$283,076	\$308,177	\$350,568	\$388,861	\$388,861
MATERIALS & SERVICES	707,516	714,651	789,018	781,725	781,725
CAPITAL OUTLAY					
TRANSFERS	30,476	37,244	42,348	44,276	44,276
CONTINGENCY	0	0	45,810	47,931	47,931
<b>TOTAL</b>	<b>\$1,021,068</b>	<b>\$1,060,072</b>	<b>\$1,227,744</b>	<b>\$1,262,793</b>	<b>\$1,262,793</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$132,265	\$102,561	\$105,107	\$158,838	\$158,838
Miscellaneous Revenue	9,739	3,469	2,700	3,000	3,000
Transfer from Other Funds	981,625	1,059,150	1,119,937	1,100,955	1,100,955

**Services and Trends:**

Reprographics is an internal service program that 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 provide expertise for completing high quality projects in a timely manner
- Provide first-class customer service and promote a team-oriented work environment
- Promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same high standards of Graphic Services

**Budget Highlights:**

The Reprographics Program is committed to incorporating sustainability goals into the provision of services and products to city staff and Beaverton citizens.

- Nearly 90% of all copier paper has 100% recycled content.
- The *PaperCut* copier management system saves more than 34,000 sheets of paper annually and provides a secure, convenient method for printing and copying documents.
- Equipment for meetings and events can be borrowed by 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.
- A web-based, paperless work order system was rolled-out to all staff in March 2019.

All postage expenses appear in the Reprographics Fund in order to effectively track 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. 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 program will continue to generate printed resources as requested by city departments at the same or improved level of quality with minimal budget growth. Procedures will continue to be streamlined and new programs will be implemented in order to increase productivity and maintain customer satisfaction levels and improve the quality and professionalism of products produced.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> SCOTT KELLER	

**Program Objectives:**

- **Printing:** Complete print/copy requests by staff, and provide print-ready copy and specifications to outside vendors.
- **Copiers:** Provide complete service including paper, toner, and maintenance for copiers in all city departments.
- **Graphic Design:** Provide creative and informative in-house graphic design and assist in the implementation of city branding efforts.
- **Communication:** Meet with customers and stakeholders to ensure city guidelines as well as departmental needs are met in the design and printing of materials.
- **Equipment:** Schedule, check out and maintain equipment for departmental meeting and event needs, including audio/visual and display equipment, pool vehicles and durable dishware.
- **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. Serve as a resource to city departments in determining cost effective postage rates and efficient mail design/preparation to maximize public communication.
- **Supplies:** Purchase supplies and maintain inventories related to audio/visual, printing, mailing and equipment.

Reprographics supports the Beaverton Community Vision in the following areas:

- Vision Goal Area: Build community
- Vision Goal Area: Be a national leader in sustainable practices and programs

**Progress on FY 2018-19 Action Plan:**

- Launched electronic work order submission system to all staff in March.
- Upgraded the package notification system to ensure security and convenience for staff.
- Replaced 17 departmental copiers at the end of their leases and added a copier to the new Engineering work area.
- Continue to monitor mailing patterns and advise staff on cost effective mailing practices to maintain or reduce citywide postage expenses.
- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Research and explore opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies instead.

**FY 2019-20 Action Plan:**

- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Monitor mailing patterns and advise city departments on cost effective mailing practices 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 one department copier and two high-speed production copiers at the end of their leases.
- Provide assistance and advice to the Police Department and Emergency Management Program regarding logistics for copiers, mail and office supplies as they plan for and move into the new Public Safety Center.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Adopted</b>
Total number of work requests	4,607	4,454	5,000 / 5,317	5,500
Outgoing mail (number of pieces)	1,484,898	1,221,109	1,400,000 / 1,300,000	1,400,000
Number of all-city mailings	16	14	17 / 13	14

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Performance Measures (continued):	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Adopted
Incoming packages received	3,562	3,341	3,600 / 3,600	3,600
A/V equipment check-outs	1,700	1,489	1,700 / 1,900	1,900
Pool vehicle check-outs	900	759	1,000 / 800	1,000
Copiers in city buildings	34	36	36 / 39	39
Number of copies printed city-wide	3,430,599	3,448,685	3,600,000 / 3,700,000	3,600,000
Quantity of paper with 100% recycled content	90%	90%	90% / 90%	92%

**Performance Outcomes and Program Trends:**

The program's mission challenges staff to focus on improvements in efficiency and services, to periodically review internal processes and to eliminate unnecessary procedures and activities in order to provide valuable and timely service to operating departments. Current plans and trends include:

- Establish best practices for daily processes and tasks in order to provide high-quality services.
- Use technology to further automate tasks and improve services.
- Purchase stock in large quantities and/or via government price contracts to obtain the best prices possible.
- Develop of billing and inventory databases to accurately track costs and work requests for future forecasting. Use this data for allocation of the costs for supporting this internal services fund.
- Promote sustainable practices 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.