



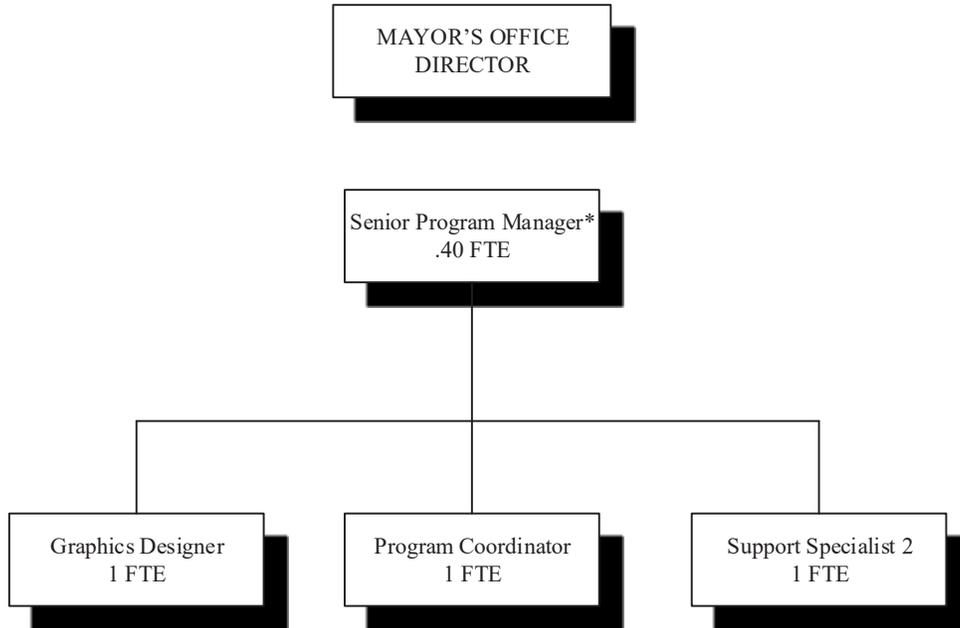
Reprographics Fund

- Reprographic Services



Reprographics Fund

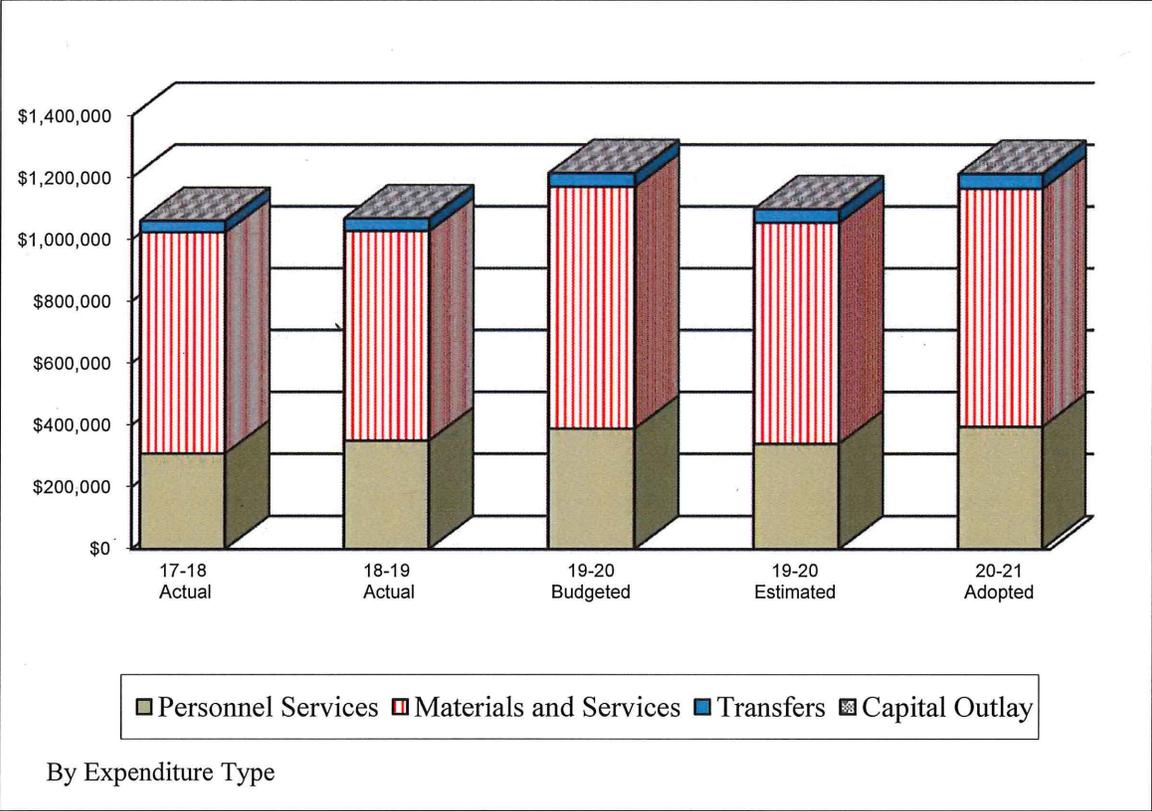
FY 2020-21 BUDGETED POSITIONS



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

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET

REPROGRAPHICS FUND
 ADOPTED FY 2020-21



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Actual</u>	<u>FY 2019-20 Budgeted</u>	<u>FY 2019-20 Estimated</u>	<u>FY 2020-21 Adopted</u>
Revenues:					
Interest on investments	\$1,892	\$2,201	\$3,000	\$4,000	\$2,100
Miscellaneous	900,522	313	0	0	0
Sub Total Revenues	<u>\$902,414</u>	<u>\$2,514</u>	<u>\$3,000</u>	<u>\$4,000</u>	<u>\$2,100</u>
Expenditures:					
Personnel services	\$308,177	\$350,021	\$388,861	\$340,312	\$394,561
Materials & services	714,651	677,332	781,725	713,669	769,825
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$1,022,828</u>	<u>\$1,027,353</u>	<u>\$1,170,586</u>	<u>\$1,053,981</u>	<u>\$1,164,386</u>
Revenues Over/Under Expenditures	(\$120,414)	(\$1,024,839)	(\$1,167,586)	(\$1,049,981)	(\$1,162,286)
Other financing sources (uses):					
Transfers in	\$160,204	\$1,104,811	\$1,100,955	\$1,100,955	\$1,153,840
Transfers out	(37,244)	(40,960)	(44,276)	(44,276)	(48,409)
Total Other Financing Sources (Uses):	<u>\$122,960</u>	<u>\$1,063,851</u>	<u>\$1,056,679</u>	<u>\$1,056,679</u>	<u>\$1,105,431</u>
Net Change in Fund Balance	\$2,546	\$39,012	(\$110,907)	\$6,698	(\$56,855)
Fund Balance/Working Capital					
Beginning of Year	<u>102,561</u>	<u>105,107</u>	<u>144,119</u>	<u>144,119</u>	<u>150,817</u>
Fund Balance (Contingency)/Working Capital					
End of Year	<u>\$105,107</u>	<u>\$144,119</u>	<u>\$33,212</u>	<u>\$150,817</u>	<u>\$93,962</u>

Contingency for FY 2020-21 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 on a budgetary basis and 8% on an actual basis. The fund's contingency is \$93,962 which is 8% of operating expenditures.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.40	3.40	3.40	3.40	3.40
PERSONNEL SERVICES	\$308,177	\$350,021	\$388,861	\$394,561	\$394,561
MATERIALS & SERVICES	714,651	677,332	781,725	769,825	769,825
CAPITAL OUTLAY					
TRANSFERS	37,244	40,960	44,276	48,409	48,409
CONTINGENCY	0	0	33,212	93,962	93,962
TOTAL	\$1,060,072	\$1,068,313	\$1,248,074	\$1,306,757	\$1,306,757

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$102,561	\$105,107	\$144,119	\$150,817	\$150,817
Miscellaneous Revenue	3,469	2,512	3,000	2,100	2,100
Transfer from Other Funds	1,059,150	1,104,811	1,100,955	1,153,840	1,153,840

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 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 51,000 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 April 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 materials produced.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
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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 2019-20 Action Plan:

- Upgraded the package notification system to ensure security and convenience for staff.
- Added copiers for Court Office 2, Facilities, Human Resources, and Fleet Services; and replaced 9 departmental copiers and one production color copier at the end of their leases.
- Helped 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.
- Monitored mailing patterns and advised staff on cost effective mailing practices to maintain or reduce citywide postage expenses.
- Assisted in the cost-effective implementation of printed branding materials to city programs.
- Monitored for opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies instead.

FY 2020-21 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 11 department copiers and one high-speed production copier at the end of their leases.

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Adopted
Total number of work requests	4,454	4,251	5,500 / 3,120	4,000
Outgoing mail (number of pieces)	1,221,109	1,132,402	1,400,000 / 1,400,000	1,400,000
Number of all-city mailings	14	12	14 / 12	13

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Performance Measures (continued):	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
Incoming packages received	3,341	3,147	3,600 / 3,200	3,500
A/V equipment check-outs	1,489	1,780	1,900 / 2,200	2,200
Pool vehicle check-outs	759	606	1,000 / 750	800
Copiers in city buildings	36	38	39 / 41	41
Number of copies printed city-wide	3,448,685	3,440,700	3,600,000 / 3,200,000	3,500,000
Quantity of paper with 100% recycled content	90%	83%	92% / 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.
- Enhance use of 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.