

## 297 - REPROGRAPHICS INTERNAL SERVICE FUND

### Operational Summary

#### Description:

Support County agencies and operations by providing printing and publishing services.

#### Strategic Goals:

- Provide essential services within existing resources in a cost efficient & effective manner.
- Improve customer service through utilization of new technology, better training, effective project management and incorporation of best practices.

#### Key Outcome Indicators:

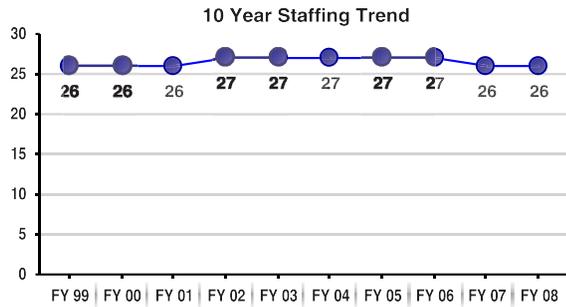
Performance Measure	2006 Business Plan	2007 Business Plan	How are we doing?
	Results	Target	
<b>CUSTOMER SATISFACTION WITH REPROGRAPHICS SERVICES.</b> <b>What:</b> Percentage of Publishing Services jobs completed to the satisfaction of requesting customers. <b>Why:</b> Indicates customer satisfaction with support to County agencies & operations by Publishing Services.	100%	97%	Exceeding 2006 plan target of 97%, customer surveys indicate 100% satisfied.
<b>EFFICIENCY OF PUBLISHING SERVICES TO COUNTY AGENCIES AND OPERATIONS.</b> <b>What:</b> Percentage of Publishing Services jobs completed and delivered on time. <b>Why:</b> Meet the printing requirements of our customers in an efficient cost-effective, and timely manner.	98%	97%	Exceeding target, completed and delivered 98% of the jobs on time.

#### FY 2006-07 Key Project Accomplishments:

- Security alarm system upgraded.
- Desktop PC's upgraded. Purchased state-of-art Direct Image Digital Color Press and Platemaker.

**Reprographics ISF** - Support County agencies and operations by providing printing and publishing services.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- Staffing has remained stable over the past 10 years, currently at 26 positions.

### Proposed Budget History:

Sources and Uses	FY 2005-2006	FY 2006-2007	FY 2006-2007	FY 2007-2008	Change from FY 2006-2007	
	Actual	Budget As of 3/31/07	Projected <sup>(1)</sup> At 6/30/07	Recommended	Projected Amount	Projected Percent
Total Positions	26	26	26	26	0	0.00
Total Revenues	3,954,673	4,940,625	4,590,852	5,409,031	818,179	17.82
Total Requirements	3,818,432	4,804,126	4,270,251	5,409,031	1,138,780	26.67
Balance	136,241	136,499	320,601	0	(320,601)	-100.00

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2006-07 projected requirements included in "At a Glance" (Which exclude these).

Columns may not total correctly due to rounding.

Detailed budget by expense category and by activity is presented for agency: Reprographics Internal Service Fund in the Appendix on page A717

### Highlights of Key Trends:

- Increase usage of online requisitions by County and other government agencies.

## Budget Summary

### Plan for Support of the County's Strategic Priorities:

Support the overall mission of the County Executive Office and Strategic Financial Plan.

### Changes Included in the Recommended Base Budget:

Establish Balance Sheet Account 9821 for Equipment Replacement Reserves for future printing equipment replacement purchases.

## 297 - Reprographics Internal Service Fund

### Operation of Internal Service Fund 297 Operational Statement for the Fiscal Year 2007-2008

Operating Detail (1)		FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2007-2008
		Actual (2)	Estimate (3)	Proposed Budget (4)	Final Budget (5)
<b>OPERATING INCOME</b>					
7590	Other Charges for Services	3,326,201	3,593,856	4,640,796	4,640,796
<b>Total Operating Income</b>		<b>3,326,201</b>	<b>3,593,856</b>	<b>4,640,796</b>	<b>4,640,796</b>
<b>OPERATING EXPENSES</b>					
Salaries & Benefits					
0100	Salaries and Wages	(30,189)	0	0	0
0101	Regular Salaries	1,127,147	1,189,638	1,220,964	1,220,964
0102	Extra Help	64	0	0	0
0103	Overtime	6,853	7,847	17,553	17,553
0104	Annual Leave Payoffs	9,883	8,699	22,540	22,540
0105	Vacation Payoff	4,263	0	0	0
0106	Sick Leave Payoff	10,008	0	0	0
0110	Performance Incentive Pay	12	348	822	822
0111	Other Pay	7,614	6,542	11,000	11,000
0200	Retirement	174,336	261,663	274,298	274,298
0301	Unemployment Insurance	1,758	1,503	1,426	1,426
0305	Salary Continuance Insurance	458	479	482	482
0306	Health Insurance	177,198	176,661	178,116	178,116
0307	Health & Wellness Program	0	0	2,265	2,265
0308	Dental Insurance	936	915	924	924
0309	Life Insurance	201	197	192	192
0310	Accidental Death and Dismemberment Insurance	37	36	36	36
0319	Other Insurance	13,798	15,963	14,256	14,256
0352	Workers Compensation - General	45,504	41,940	46,869	46,869
0401	Medicare	16,192	16,903	17,700	17,700
<b>Total Salaries &amp; Benefits</b>		<b>1,566,075</b>	<b>1,729,334</b>	<b>1,809,443</b>	<b>1,809,443</b>
Services & Supplies					
0600	Clothing and Personal Supplies	5,058	5,029	5,500	5,500
0700	Communications	71	0	0	0
0701	Telephone/Telegraph - Interfund Transfer	10,921	10,000	11,500	11,500
1000	Household Expense	11,880	13,236	20,000	20,000
1001	Household Expense - Trash	3,746	2,709	3,000	3,000
1100	Insurance	9,126	12,764	12,764	12,764
1300	Maintenance - Equipment	81,514	105,419	109,300	109,300

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Operating Detail		FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2007-2008
(1)		Actual	Estimate	Proposed Budget	Final Budget
		(2)	(3)	(4)	(5)
1400	Maintenance - Buildings and Improvements	48,051	30,480	60,000	60,000
1402	Minor Alterations and Improvements	8,640	1,008	0	0
1500	Medical, Dental and Laboratory Supplies	41	0	0	0
1700	Miscellaneous Expense	2,325	5,000	20,000	20,000
1800	Office Expense	778,867	880,602	979,000	979,000
1803	Postage	0	20	20	20
1806	Printing Costs - Outside Vendors	0	3,000	20,000	20,000
1809	Minor Office Equipment to be Controlled	34,352	4,937	19,100	19,100
1900	Professional and Specialized Services	301,435	290,825	460,596	460,596
1908	Temporary Help	0	5,000	9,980	9,980
1911	CWCAP Charges	157,761	158,796	158,796	158,796
2100	Rents and Leases - Equipment	650,301	768,820	783,000	783,000
2300	Small Tools and Instruments	118	500	1,000	1,000
2400	Special Departmental Expense	0	2,000	4,500	4,500
2405	Optional Benefit Plan	3,000	3,500	3,504	3,504
2600	Transportation and Travel - General	3	20	0	0
2601	Private Auto Mileage	0	100	400	400
2602	Garage Expense	16,403	9,894	17,000	17,000
2801	Utilities - Purchased Electricity	44,664	55,194	65,000	65,000
2802	Utilities - Purchased Gas	17,887	18,196	25,000	25,000
2803	Utilities - Purchased Water	1,291	1,363	2,500	2,500
Total Services & Supplies		2,187,455	2,388,412	2,791,460	2,791,460
Fixed Assets					
4000	Equipment	0	0	182,000	182,000
Total Fixed Assets		0	0	182,000	182,000
Miscellaneous					
5300	Depreciation	60,730	85,300	148,000	148,000
Total Miscellaneous		60,730	85,300	148,000	148,000
<b>Total Operating Expenses</b>		<b>3,814,260</b>	<b>4,203,047</b>	<b>4,930,903</b>	<b>4,930,903</b>
<b>Total Operating Income (Loss) *</b>		<b>(488,059)</b>	<b>(609,191)</b>	<b>(290,107)</b>	<b>(290,107)</b>
<b>NON-OPERATING REVENUE</b>					
6610	Interest	57,529	48,161	45,000	45,000
7661	Other Sales - Taxable	278,614	245,000	265,000	265,000
7670	Miscellaneous Revenue	13,976	10,970	0	0
7680	Six-Month Expired (Outlawed) Checks	163	0	0	0
<b>Total Non-Operating Revenue</b>		<b>350,282</b>	<b>304,131</b>	<b>310,000</b>	<b>310,000</b>

### Operation of Internal Service Fund 297 Operational Statement for the Fiscal Year 2007-2008

Operating Detail		FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2007-2008
(1)		Actual	Estimate	Proposed Budget	Final Budget
		(2)	(3)	(4)	(5)
<b>NON-OPERATING EXPENSES</b>					
1912	Investment Administrative Fees	1,288	1,200	1,760	1,760
3700	Taxes and Assessments	2,884	1,696	3,000	3,000
5400	Loss or Gain on Disposition of Assets	0	0	3,000	3,000
<b>Total Non-Operating Expenses</b>		4,172	2,896	7,760	7,760
<b>Net Non-Operating Income (Loss)</b>		346,110	301,235	302,240	302,240
<b>Income (Loss) Before Contributions &amp; Transfers **</b>		(141,949)	(307,956)	12,133	12,133
<b>FIXED ASSET EXPENDITURES</b>					
4000	Equipment - Replacement ***	44,669	649,522	182,000	182,000
<b>Total FIXED ASSET EXPENDITURES</b>		44,669	649,522	182,000	182,000
<b>STATEMENT OF CHANGES IN NET ASSETS - UNRESTRICTED</b>					
Income (Loss) Before Contributions & Transfers		(141,949)	(307,956)	12,133	12,133
4802	Interfund Transfers Out - to Funds 2AA-299	0	(8,894)	0	0
Changes to Reserves - Encumbrance - (Inc)/Dec.		(355,996)	501,210	0	0
Changes to Reserves - Net Assets - Reserved (Inc)/Dec.		561,920	0	137,633	137,633
Changes to Reserves - Net Assets, Invested in Capital Assets, Net of Related Debt (Inc)/Dec.		16,062	0	(268,368)	(268,368)
Changes to Reserves - Inventory of Material & Supplies - (Inc)/Dec.		2,325	0	0	0
Changes to Designations - Equipment Replacement - (Inc)/Dec.		0	0	(202,000)	(202,000)
<b>Increase (Decrease) in Net Assets - Unrestricted</b>		82,362	184,360	(320,602)	(320,602)
<b>Net Assets - Unrestricted - Beginning of Year</b>		53,880	136,242	320,602	320,602
<b>Net Assets - Unrestricted - End of Year</b>		136,242	320,602	0	0

\*Note - Net Operating Loss is overstated in the FY2007-08 Proposed and Final Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

\*\*Note - Income Before Contributions and Transfers is understated in the FY 2007-08 Proposed and Final Budget Column due to budgeted fixed asset expenditures that will be capitalized at year-end.

\*\*\*Note - Replacement equipment is financed by funds generated through depreciation expense and/or Net Assets - Unrestricted carried forward from prior years.