

Printing Services

DESCRIPTION OF MAJOR SERVICES

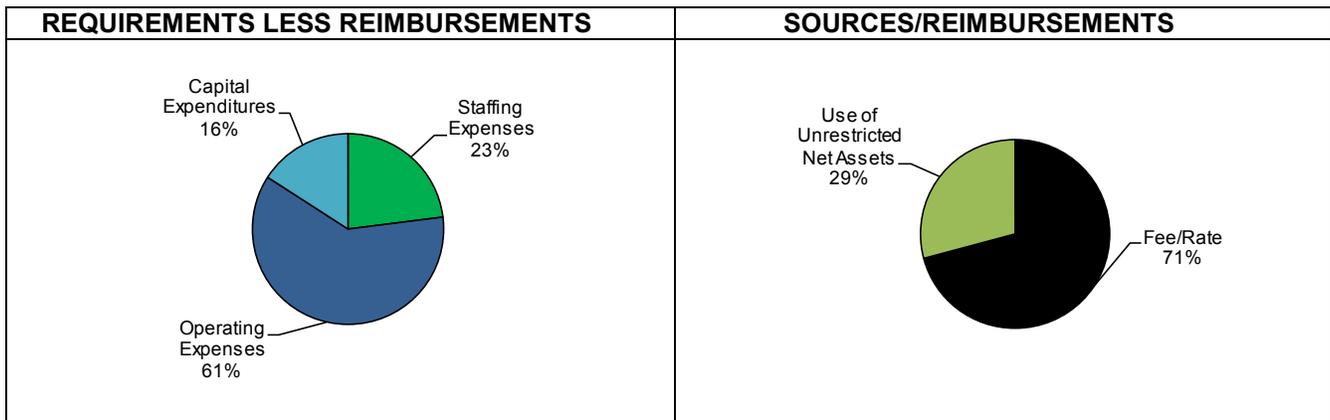
Printing Services designs, prints, and finishes high quality print production materials using the latest technology, and operates three locations for Quick Copy services.

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage is incorporated into the rate structure for the following fiscal year.

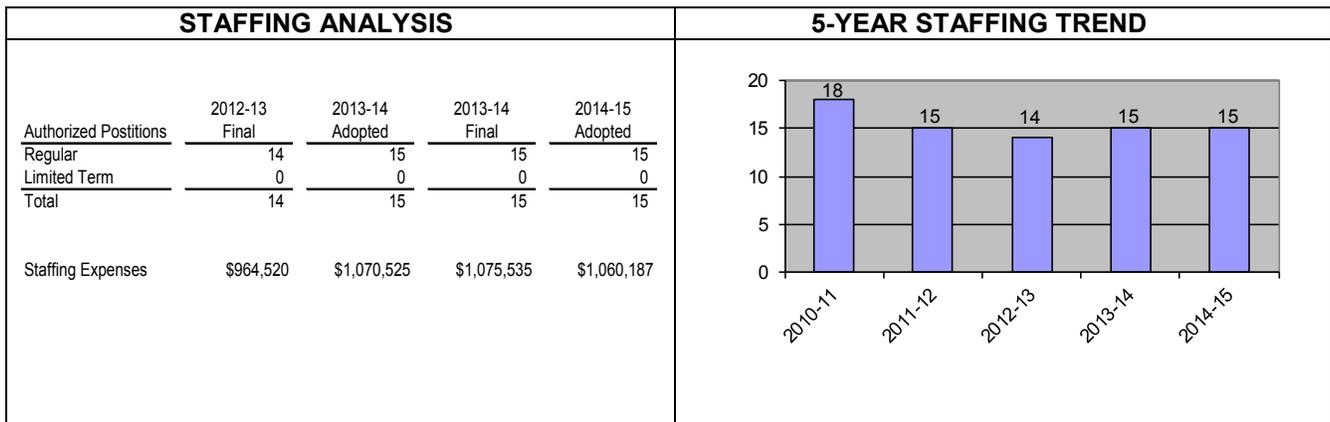
Budget at a Glance

Requirements Less Reimbursements*	\$4,610,503
Sources/Reimbursements	\$3,265,988
Net Budget	(\$1,344,515)
Estimated Unrestricted Net Assets	\$2,537,170
Use of Unrestricted Net Assets	\$1,344,515
Total Staff	15
*Includes Contingencies	

2014-15 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing Services

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
Requirements							
Staffing Expenses	1,070,388	983,869	960,732	1,019,064	1,075,535	1,060,187	(15,348)
Operating Expenses	3,081,818	2,677,276	2,771,795	2,739,449	2,754,936	2,818,016	63,080
Capital Expenditures	67,632	19,997	52,501	94,994	95,000	732,300	637,300
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,219,838	3,681,142	3,785,028	3,853,506	3,925,471	4,610,503	685,032
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,219,838	3,681,142	3,785,028	3,853,506	3,925,471	4,610,503	685,032
Operating Transfers Out	0	27,000	0	0	0	0	0
Total Requirements	4,219,838	3,708,142	3,785,028	3,853,506	3,925,471	4,610,503	685,032
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	4,451,608	4,187,887	4,232,557	4,295,771	3,966,640	3,261,768	(704,872)
Other Revenue	0	0	10,419	7,958	0	4,220	4,220
Total Revenue	4,451,608	4,187,887	4,242,976	4,303,729	3,966,640	3,265,988	(700,652)
Operating Transfers In	0	0	(628,347)	0	56,000	0	(56,000)
Total Sources	4,451,608	4,187,887	3,614,629	4,303,729	4,022,640	3,265,988	(756,652)
Net Budget*	231,770	479,745	(170,399)	450,223	97,169	(1,344,515)	(1,441,684)
				Budgeted Staffing	15	15	0

*Net Budget reflects Total Sources less Total Requirements for Internal Service and Enterprise funds. When Net Budget is negative, it means that the department will be using assets that have been carried over from the prior year.

MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET

Operating expenses of \$2.8 million fund the costs of materials, outside printing services, production copiers and equipment maintenance. Capital expenditures of \$732,300 fund the purchase of capital assets including a printing press, a hand lift, and envelope feeder.

Expenses are charged to County departments and outside agencies through the rates that the department develops annually. After conducting a rate study, the department adjusted rates for each service that the department provides. These increases and decreases will result in a net decrease in revenue but will align revenues with expenses within each service cost center and also allow the department to continue to draw down excess retained earnings in order to comply with Federal OMB 2 CFR 225 working capital guidelines.

Sources of \$3.3 million represents projected revenue from rates charged for black and white copies, color copies, graphic design services and outside printing services.

This fund is showing a negative net budget of \$1.3 million primarily due to one-time capital expenditures which are funded by retained earnings.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$685,032 primarily due to an increase in capital expenditures of \$637,300. Staffing expenses are decreasing slightly due to staff attrition, which has resulted in lower hourly staff costs. These costs are offset by increases in services and supplies, as well as transfers out for increased administrative support from the Purchasing General Fund budget unit.

Sources are decreasing by \$756,652 as result of new rates that reduce revenue from black and white copies and graphic design to draw down excess retained earnings in order to comply with Federal OMB 2 CFR 225 working capital guidelines.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.1 million fund 15 budgeted regular positions. There are no staffing changes for the Printing Services Division. The current staffing levels are able to manage the workload with careful planning for staff absences.

2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Printing Services Manager	1	0	1	1	0	0	1
Graphic Arts	4	0	4	4	0	0	4
Quick Copy and Print Shop	10	0	10	10	0	0	10
Total	15	0	15	15	0	0	15

Printing Services Manager		Graphic Arts		Quick Copy and Print Shop	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Printing Services Manager	3	Graphic Designer I	8	Reproduction Equipment Operator I
1	Total	1	Graphic Designer II	2	Reproduction Equipment Operator II
		4	Total	10	Total

