

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	2005 Business Plan	2006 Business Plan	How are we doing?
	Results	Target	
CUSTOMER SATISFACTION WITH REPROGRAPHICS SERVICES. What: Percentage of Publishing Services jobs completed to the satisfaction of requesting customers. Why: Indicates customer satisfaction with support to County agencies & operations by Publishing Services.	99%	97%	Exceeding 2005 plan target of 97%,customer surveys indicate 99% satisfied.
EFFICIENCY OF PUBLISHING SERVICES TO COUNTY AGENCIES AND OPERATIONS. What: Percentage of Publishing Services jobs completed and delivered on time. Why: 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 2005-06 Key Project Accomplishments:

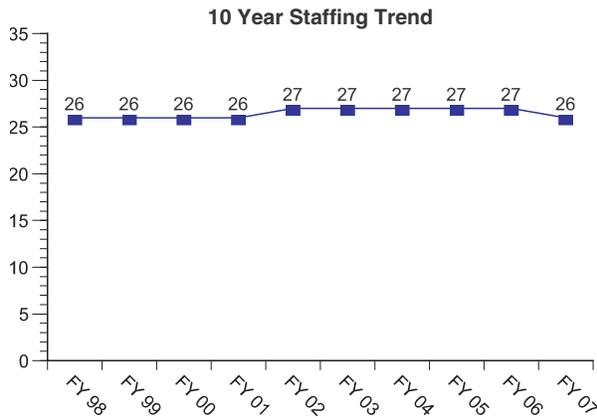
- Installed security system cameras, monitor and entry intercom.
- Reduced warehouse space to accommodate CEO Records.

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

At a Glance:

Total FY 2005-2006 Projected Expend + Encumb:	4,905,214
Total Recommended FY 2006-2007	4,920,626
Percent of County General Fund:	N/A
Total Employees:	26.00

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

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

Budget Summary

Proposed Budget History:

Sources and Uses	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual	Budget As of 3/31/06	Projected ⁽¹⁾ At 6/30/06	Recommended	Projected Amount	Projected Percent
Total Positions	27	26	26	26	0	0.00
Total Revenues	4,391,594	4,911,493	4,911,124	4,920,626	9,502	0.19
Total Requirements	4,337,714	4,911,493	4,538,780	4,920,626	381,846	8.41
Balance	53,880	0	372,344	0	(372,344)	-100.00

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2005-06 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 A222

Highlights of Key Trends:

- Increase use of technology - online resources and forms for County Agencies.



297 - Reprographics Internal Service Fund

Operation of Internal Service Fund 297 Operational Statement

Operating Detail (1)		FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2006-2007
		Actual (2)	Estimate (3)	Proposed Budget (4)	Final Budget (5)
OPERATING INCOME					
7590	Other Charges for Services	3,322,891	3,797,940	4,250,281	4,250,281
7600	Special Assessments	2,887	0	0	0
7750	Rev. From Inventory Issues - Sales Tax Surcharge	0	0	0	0
Total Operating Income		3,325,778	3,797,940	4,250,281	4,250,281
OPERATING EXPENSES					
Salaries & Benefits					
0100	Salaries and Wages	8,096	0	0	0
0101	Regular Salaries	1,170,188	1,119,232	1,134,584	1,134,584
0102	Extra Help	81	64	0	0
0103	Overtime	10,611	12,345	16,970	16,970
0104	Annual Leave Payoffs	10,420	12,000	20,000	20,000
0105	Vacation Payoff	0	4,263	0	0
0106	Sick Leave Payoff	0	10,008	0	0
0110	Performance Incentive Pay	6,826	13	1,519	1,519
0111	Other Pay	8,094	7,727	10,500	10,500
0200	Retirement	151,656	170,481	257,134	257,134
0301	Unemployment Insurance	(2,055)	1,699	1,324	1,324
0305	Salary Continuance Insurance	437	433	454	454
0306	Health Insurance	196,385	193,296	190,212	190,212
0308	Dental Insurance	900	907	912	912
0309	Life Insurance	200	195	192	192
0310	Accidental Death and Dismemberment Insurance	35	37	36	36
0319	Other Insurance	14,400	13,084	14,256	14,256
0352	Workers Compensation - General	39,336	45,504	46,869	46,869
0401	Medicare	16,186	15,532	16,480	16,480
Total Salaries & Benefits		1,631,796	1,606,820	1,711,442	1,711,442
Services & Supplies					
0600	Clothing and Personal Supplies	5,495	4,792	5,500	5,500
0700	Communications	296	284	500	500
0701	Telephone/Telegraph - Interfund Transfer	9,459	9,762	10,500	10,500
1000	Household Expense	14,817	15,000	20,000	20,000

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Operating Detail (1)		FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2006-2007
		Actual (2)	Estimate (3)	Proposed Budget (4)	Final Budget (5)
1001	Household Expense - Trash	2,626	2,802	3,000	3,000
1100	Insurance	8,154	10,215	12,764	12,764
1300	Maintenance - Equipment	61,757	81,867	129,300	129,300
1400	Maintenance - Buildings and Improvements	53,515	47,418	57,000	57,000
1402	Minor Alterations and Improvements	23,992	1,051	0	0
1500	Medical, Dental and Laboratory Supplies	0	200	0	0
1700	Miscellaneous Expense	16,322	4,650	20,000	20,000
1800	Office Expense	779,758	929,866	979,000	979,000
1803	Postage	0	10	20	20
1806	Printing Costs - Outside Vendors	6,027	4,500	20,000	20,000
1809	Minor Office Equipment to be Controlled	4,078	35,000	6,700	6,700
1900	Professional and Specialized Services	237,970	251,689	301,700	301,700
1901	Data Processing Services	36	50	100	100
1908	Temporary Help	0	4,000	10,000	10,000
1911	CWCAP Charges	104,458	158,796	158,796	158,796
2100	Rents and Leases - Equipment	670,588	676,065	793,000	793,000
2300	Small Tools and Instruments	1,581	1,300	1,000	1,000
2400	Special Departmental Expense	3,377	2,300	3,500	3,500
2405	Optional Benefit Plan	3,000	3,000	3,000	3,000
2600	Transportation and Travel - General	13	0	50	50
2601	Private Auto Mileage	0	100	400	400
2602	Garage Expense	6,659	8,965	10,000	10,000
2801	Utilities - Purchased Electricity	35,560	63,165	65,000	65,000
2802	Utilities - Purchased Gas	6,353	12,547	10,000	10,000
2803	Utilities - Purchased Water	1,079	1,945	2,500	2,500
Total Services & Supplies		2,056,969	2,331,339	2,623,330	2,623,330
Fixed Assets					
4000	Equipment	0	0	284,500	284,500
Total Fixed Assets		0	0	284,500	284,500
Miscellaneous					
5300	Depreciation	59,408	83,424	148,000	148,000
Total Miscellaneous		59,408	83,424	148,000	148,000
Total Operating Expenses		3,748,172	4,021,583	4,767,272	4,767,272
Net Operating Income (Loss)*		(422,394)	(223,643)	(516,991)	(516,991)
NON-OPERATING REVENUE					
6610	Interest	32,007	40,867	33,000	33,000
7661	Other Sales - Taxable	286,201	242,500	265,000	265,000
7670	Miscellaneous Revenue	8,921	13,388	0	0

Operation of Internal Service Fund 297 Operational Statement

Operating Detail (1)		FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2006-2007
		Actual (2)	Estimate (3)	Proposed Budget (4)	Final Budget (5)
Total Non-Operating Revenue		327,129	296,755	298,000	298,000
NON-OPERATING EXPENSES					
1912	Investment Administrative Fees	1,311	1,387	1,760	1,760
3700	Taxes and Assessments	0	2,884	3,200	3,200
5400	Loss or Gain on Disposition of Assets	1,882	2,100	3,000	3,000
Total Non-Operating Expenses		3,193	6,371	7,960	7,960
Net Non-Operating Income (Loss)		323,936	290,384	290,040	290,040
Income (Loss) Before Contributions & Transfers**		(98,458)	66,741	(226,951)	(226,951)
FIXED ASSET EXPENDITURES					
4000	Equipment Replacement***	0	566,626	284,500	284,500
Total Fixed Asset Expenditures		0	566,626	284,500	284,500
STATEMENT OF CHANGES IN NET ASSETS - UNRESTRICTED					
Income (Loss) Before Contributions & Transfers		(98,458)	66,741	(226,951)	(226,951)
4802	Interfund Transfers Out - to Funds 2AA-299	0	0	(8,894)	(8,894)
Changes to Reserves - Encumbrance - (Inc)/Dec.		(81,630)	141,380	0	0
Changes to Reserves - Net Assets - Reserved (Inc)/Dec.		(584,024)	561,920	0	0
Changes to Reserves - Net Assets, Invested in Capital Assets, Net of Related Debt (Inc)/Dec.		61,290	(451,576)	(136,500)	(136,500)
Changes to Reserves - Inventory of Material & Supplies - (Inc)/Dec.		(2,325)	0	0	0
Increase (Decrease) in Net Assets - Unrestricted		(705,147)	318,465	(372,345)	(372,345)
Net Assets - Unrestricted - Beginning of Year		759,027	53,880	372,345	372,345
Net Assets - Unrestricted - End of Year		53,880	372,345	0	0

*Note - Net Operating Loss is overstated in the 2006-07 Proposed and Approved Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

**Note - Loss Before Contributions and Transfers is overstated in the 2006-07 Proposed and Approved Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

***Note - Replacement equipment is financed by funds generated through depreciation expense. Additional equipment and excess replacement cost over depreciation are financed by contributions from the County General Fund.