

ISD – GRAPHIC COMMUNICATION SERVICES - 8920

FUNCTION

Graphic Communication Services processes all outgoing County U.S. postal mail and provides the Countywide messenger mail service, graphic design services, offset printing, copy service, and poster printing. Graphic Communication Services performs the majority of the County's graphic communication requirements in-house; specialized services and projects produced more cost effectively by private companies are contracted out.

OVERVIEW

The FY 2013-14 Recommended Budget of \$3,231,591 reflects a 3% (\$115,953) decrease in appropriations from the FY 2012-13 Adopted Budget. The decrease is primarily due to a change in methodology to establish and maintain a 60-day working capital reserve. Staffing is recommended to remain at the current level of 16 positions. No salary savings have been used in this recommended budget because of the small staff and low turnover with the concurrence of the County Administrative Office.

SUMMARY OF CAO RECOMMENDATIONS

Salaries and Benefits

- Salaries and Benefits, recommended at \$1,043,130, represent a 1% (\$9,130) increase over the current year adopted budget primarily due to increases in Retirement Contributions.

Recommended funding includes:

- Account 6100, Regular Salaries at \$506,584 represents a 2% (\$7,956) decrease from the current year adopted budget primarily due to the hiring of two new drivers at entry level, filling vacancies created by drivers at higher salary steps.
- Account 6350, Unemployment Insurance at \$7,887 represents a 7% (\$580) decrease from the current year adopted budget.
- Account 6400, Retirement Contributions at \$274,143 represents a 1% (\$2,592) increase over the current year adopted budget.
- Account 6550, Workers' Compensation Contribution at \$84,691 represents a 6% (\$5,036) decrease from the current year adopted budget.

Services and Supplies

- Services and Supplies at \$2,182,038 represent a 5% (\$125,057) decrease from the current year adopted budget primarily due to a change in methodology for the division's planned recovery of a 60-day working capital reserve and a decrease in store supplies.

Recommended funding includes:

- Account 7039, Mobile Communications at \$0 represents a 100% (\$4,635) decrease from the current year adopted budget due to the discontinued use of pagers.
- Account 7280, Store Supplies at \$160,720 represents a 22% (\$44,979) decrease from the current year adopted primarily due to the decline of in-house printing and more outside contracting.
- Account 7295, Professional & Specialized Services at \$468,049 represents a 331% (\$359,470) increase over the current year adopted budget primarily due to the increased use of outside contractors.

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- Account 7296, Data Processing Services at \$66,694 represents a 36% (\$17,754) increase over the current year adopted budget primarily due to business office expenses previously budgeted in Account 7295 being budgeted in this account for FY 2013-14.
- Account 7430, Utilities at \$37,890 represents a 100% (\$18,985) increase over the current year adopted budget reflecting actual usage and projected rate increases from utility providers.
- Account 7491, Accounting Services at \$2,156 represents a 67% (\$4,404) decrease from the current year adopted budget.
- Account 7564, Other Expense at \$0 represents a 100% (\$477,248) decrease from the current year primarily due to a change in methodology for the division's planned recovery of a 60-day working capital reserve.

Other Charges

- Other Charges, recommended at \$6423 is essentially unchanged from the FY 2012-13 Adopted Budget and represents a depreciation expense on improvements to the building.

SUMMARY OF REVENUES

- Revenues at \$3,493,750 represent a 4% (\$146,206) increase over the current year adopted budget. The recommended increase is primarily due to an increase in projected revenue resulting from the recovery of costs for the services provided to user departments. The revenue for FY 2013-14 includes a credit of \$74,249 for the recovery of the A-87 Countywide Cost Allocation as calculated by the Auditor-Controller/Treasurer-Tax Collector.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Charges for Services			
4921 – Recover of Co Wide Cost Alloc	304,555	304,552	74,249
5048 – Postage Charges	1,415,762	1,455,110	1,607,328
5060 – Other Charges for Current Services	1,034,507	1,303,980	1,241,114
[Add Row Above] Total	\$ 2,754,824	\$ 3,063,642	\$ 2,922,691
Acct # - Miscellaneous Revenues			
5800 – Misc Revenue	592,720	496,843	571,059
[Add Row Above] Total	\$ 592,720	\$ 496,843	\$ 571,059
Total Revenues	\$ 3,347,544	\$ 3,560,485	\$ 3,493,750