

# Office Services

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## 2013 Breakthrough Strategies

- Demonstrate the power of public-private partnerships by streamlining business processes.  
Measurable Outcome: Increase revenue by 10% without increasing staff.

## All Funds Summary

	All Funds					
	Source of Funds	2011 Actual	2012 Original Budget	* 2012 Amended Budget	2013 Budget	2013 Budget - * 2012 Amended Budget
	Office Services Fund Revenue	\$1,819,662	\$1,756,440	\$1,756,440	\$1,756,035	(\$405)
	<b>Total</b>	<b>\$1,819,662</b>	<b>\$1,756,440</b>	<b>\$1,756,440</b>	<b>\$1,756,035</b>	<b>(\$405)</b>
	Use of Funds	2011 Actual	2012 Original Budget	* 2012 Amended Budget	2013 Budget	2013 Budget - * 2012 Amended Budget
	Office Services Fund	\$1,629,324	\$1,756,440	\$1,756,440	\$1,756,035	(\$405)
	<b>Total</b>	<b>\$1,629,324</b>	<b>\$1,756,440</b>	<b>\$1,756,440</b>	<b>\$1,756,035</b>	<b>(\$405)</b>
	Office Services Fund	12.75	9.00	9.00	9.00	0.00
	<b>Total Positions</b>	<b>12.75</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>

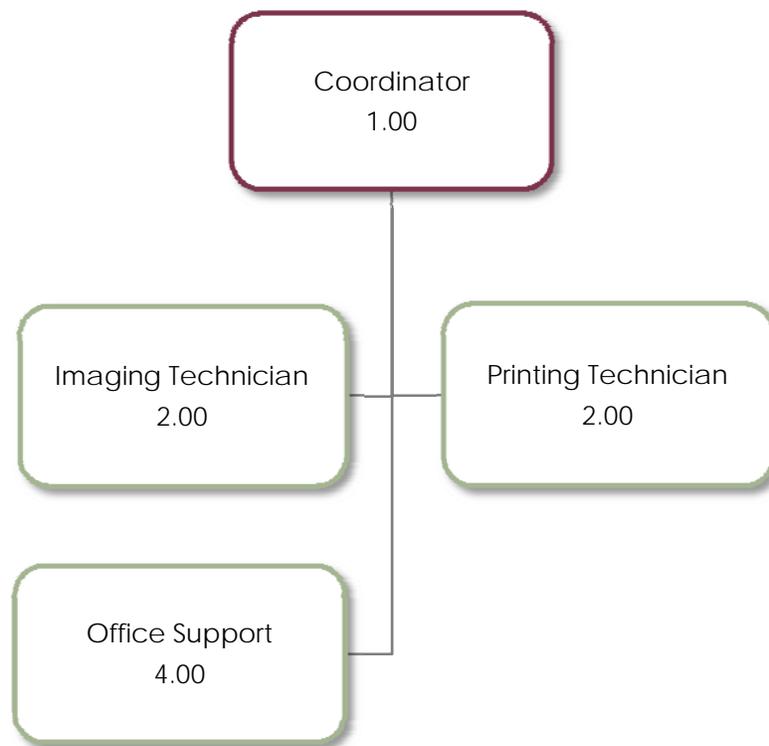
\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

## Significant Financial and Staff Modifications vs. 2012

- No significant financial or staff modifications.

## Office Services

Office Services provides reprographics and mail processing support to all City of Colorado Springs and Colorado Springs Utilities. In addition, Office Services provides record storage and retrieval for City departments. Mail processing support includes daily pickup and delivery of 1.5 million pieces of USPS and interoffice mail to 125 City and Utilities locations annually. Printing services include design and layout from business cards to Council agendas, manuals, full-color brochures, and electronically addressing postcards and letters. Office Services will process an estimated 3,700 printing requests in 2013. Office Services is also responsible for the oversight of over 19,000 boxes of active records stored off site. This includes retrieval, storage, and destruction of the City records.



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2012, and changes occurring as part of the 2013 Budget for the Office Services Fund.

Support Services/Office Services Fund †	<b>Source of Funds</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Original Budget</b>	<b>* 2012 Amended Budget</b>	<b>2013 Budget</b>	<b>2013 Budget - * 2012 Amended Budget</b>	
	Utilities Allocation	\$599,088	\$523,989	\$366,807	\$366,807	\$335,235	(\$31,572)	
	City Allocation	617,976	517,800	582,504	582,504	582,499	(5)	
	Postage	285,786	327,964	391,818	391,818	337,000	(54,818)	
	Workorders	332,259	273,802	280,253	280,253	320,444	40,191	
	Other	132,799	176,107	135,058	135,058	180,857	45,799	
	<b>Total</b>	<b>\$1,967,908</b>	<b>\$1,819,662</b>	<b>\$1,756,440</b>	<b>\$1,756,440</b>	<b>\$1,756,035</b>	<b>(\$405)</b>	
	<b>Use of Funds</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Original Budget</b>	<b>* 2012 Amended Budget</b>	<b>2013 Budget</b>	<b>2013 Budget - * 2012 Amended Budget</b>	
	Salary/Benefits/ Pensions	\$705,568	\$616,362	\$549,379	\$549,379	\$565,059	\$15,680	
Operating	1,104,273	1,012,962	1,203,770	1,203,770	1,187,685	(16,085)		
Capital Outlay	0	0	3,291	3,291	3,291	0		
<b>Total</b>	<b>\$1,809,841</b>	<b>\$1,629,324</b>	<b>\$1,756,440</b>	<b>\$1,756,440</b>	<b>\$1,756,035</b>	<b>(\$405)</b>		
<b>Position Title</b>		<b>2011 Budget</b>	<b>2012 Original Budget</b>	<b>* 2012 Amended Budget</b>	<b>2013 Budget</b>	<b>2013 Budget - * 2012 Amended Budget</b>		
Digital Imaging Technician		2.00	1.00	1.00	1.00	0.00		
Graphics Imaging Technician		1.00	1.00	1.00	1.00	0.00		
Office Services Coordinator		2.00	1.00	1.00	1.00	0.00		
Office Specialist		4.75	2.00	2.00	2.00	0.00		
Printing Technician I, II		2.00	2.00	2.00	2.00	0.00		
Senior Office Specialist		1.00	2.00	2.00	2.00	0.00		
<b>Total Positions</b>		<b>12.75</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>		
† Prior to 2011 Office Services was included in the Support Services Fund.								

\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

<b>Funding Changes</b>	During 2012	* 2012 Amended - 2012 Original Budget
	None	\$0
	<b>Total During 2012</b>	<b>\$0</b>
	For 2013	2013 Budget - * 2012 Amended Budget
	Increase in Salaries/Benefits/Pensions to properly fund currently filled positions	\$15,680
	Decrease in operating to properly fund current actual costs	(16,085)
<b>Total For 2013</b>	<b>(\$405)</b>	

<b>Position Changes</b>	During 2012	* 2012 Amended - 2012 Original Budget
	None	0.00
	<b>Total During 2012</b>	<b>0.00</b>
	For 2013	2013 Budget - * 2012 Amended Budget
	None	0.00
	<b>Total For 2013</b>	<b>0.00</b>

\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

**City of Colorado Springs  
Budget Detail Report**

505 OFFICE SERVICES  
Office Services

Account #	Description	2010 Actuals	2011 Actuals	2012 Budget	2013 Budget	2012 Budget to 2013 Budget \$ Change	2012 Budget to 2013 Budget % Change
51205	CIVILIAN SALARIES	0	448,185	402,693	414,520	11,827	2.94%
51210	OVERTIME	0	10,794	10,000	12,000	2,000	20.00%
51240	RETIREMENT TERMINATION SICK	0	5,604	0	0	0	0.00%
51245	RETIREMENT TERM VACATION	0	6,788	0	0	0	0.00%
51260	VACATION BUY PAY OUT	0	1,031	0	0	0	0.00%
51299	SALARIES REIMBURSEMENTS	0	(1,031)	0	0	0	0.00%
51610	PERA	0	61,539	55,166	52,855	(2,311)	-4.19%
51615	WORKERS COMPENSATION	0	3,435	2,381	2,554	173	7.27%
51620	EQUITABLE LIFE INSURANCE	0	1,295	1,192	1,150	(42)	-3.52%
51640	DENTAL INSURANCE	0	2,644	3,000	2,800	(200)	-6.67%
51655	RETIRED EMP MEDICAL INS	0	2,195	0	0	0	0.00%
51665	CASH BACK	0	2,013	0	0	0	0.00%
51670	PARKING FOR EMPLOYEES	0	1,680	3,000	3,000	0	0.00%
51690	MEDICARE	0	5,127	5,839	5,968	129	2.21%
51695	CITY EPO MEDICAL PLAN	0	64,375	66,108	70,212	4,104	6.21%
51696	ADVANTAGE HD MED PLAN	0	631	0	0	0	0.00%
51697	HRA BENEFIT TO ADV MED PLAN	0	57	0	0	0	0.00%
<b>Total Salaries and Benefits</b>		<b>0</b>	<b>616,362</b>	<b>549,379</b>	<b>565,059</b>	<b>15,680</b>	<b>2.85%</b>
52110	OFFICE SUPPLIES	0	2,244	2,800	2,800	0	0.00%
52115	MEDICAL SUPPLIES	0	80	210	210	0	0.00%
52120	COMPUTER SOFTWARE	0	4,138	5,670	1,400	(4,270)	-75.31%
52125	GENERAL SUPPLIES	0	830	3,000	3,000	0	0.00%
52135	POSTAGE	0	(1,763)	400	400	0	0.00%
52140	WEARING APPAREL	0	428	500	550	50	10.00%
52220	MAINT OFFICE MACHINES	0	15,677	9,925	0	(9,925)	-100.00%
52235	MAINT MACHINERY AND APPARATUS	0	61	0	0	0	0.00%
52305	MAINT SOFTWARE	0	0	0	4,270	4,270	0.00%
52450	LAUNDRY AND CLEANING SERVICES	0	3,135	2,000	2,000	0	0.00%
52573	CREDIT CARD FEES	0	69	0	0	0	0.00%
52575	SERVICES	0	14,131	40,424	7,315	(33,109)	-81.90%
52590	TEMPORARY EMPLOYMENT	0	0	0	34,000	34,000	0.00%
52605	CAR MILEAGE	0	0	100	100	0	0.00%
52615	DUES AND MEMBERSHIP	0	300	750	750	0	0.00%
52625	MEETING EXPENSES IN TOWN	0	269	0	0	0	0.00%
52630	TRAINING	0	0	450	450	0	0.00%
52645	SUBSCRIPTIONS	0	0	25	25	0	0.00%
52705	COMMUNICATIONS	0	11,827	14,038	14,038	0	0.00%
52735	TELEPHONE LONG DIST CALLS	0	31	100	100	0	0.00%
52738	CELL PHONE BASE CHARGES	0	213	0	0	0	0.00%
52765	LEASE PURCHASE PAYMENTS	0	191	2,941	0	(2,941)	-100.00%
52775	MINOR EQUIPMENT	0	1,063	11,584	20,100	8,516	73.52%
52776	PRINTER CONSOLIDATION COST	0	0	127,000	127,000	0	0.00%
52795	RENTAL OF EQUIPMENT	0	173,619	0	0	0	0.00%
52805	ADMIN PRORATED CHARGES	0	170,940	162,925	167,928	5,003	3.07%
52872	MAINT FLEET VEHICLES EQP	0	8,132	13,000	13,000	0	0.00%
52874	OFFICE SERVICES PRINTING	0	237	0	0	0	0.00%
52880	PURCHASES FOR RESALE	0	233,639	320,428	406,836	86,408	26.97%
52915	PASSTHRU MAIL	0	326,620	307,000	307,000	0	0.00%
52917	PASSTHRU PRINT	0	0	100,000	0	(100,000)	-100.00%
52919	PASSTHRU RECORDS	0	46,851	78,500	74,413	(4,087)	-5.21%
<b>Total Operating Expenses</b>		<b>0</b>	<b>1,012,962</b>	<b>1,203,770</b>	<b>1,187,685</b>	<b>(16,085)</b>	<b>-1.34%</b>
53020	COMPUTERS NETWORKS	0	0	3,291	3,291	0	0.00%
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>3,291</b>	<b>3,291</b>	<b>0</b>	<b>0.00%</b>
<b>Total Expenses</b>		<b>0</b>	<b>1,629,324</b>	<b>1,756,440</b>	<b>1,756,035</b>	<b>(405)</b>	<b>-0.02%</b>

Totals may differ from narratives due to rounding.

**City of Colorado Springs  
Budget Detail Report**

501 SUPPORT SERVICES  
Office Services

Account #	Description	2010 Actuals	2011 Actuals	2012 Budget	2013 Budget	2012 Budget to 2013 Budget \$ Change	2012 Budget to 2013 Budget % Change
51205	CIVILIAN SALARIES	498,903	0	0	0	0	0.00%
51210	OVERTIME	7,925	0	0	0	0	0.00%
51245	RETIREMENT TERM VACATION	15,711	0	0	0	0	0.00%
51260	VACATION BUY PAY OUT	1,031	0	0	0	0	0.00%
51299	SALARIES REIMBURSEMENTS	(937)	0	0	0	0	0.00%
51610	PERA	71,438	0	0	0	0	0.00%
51615	WORKERS COMPENSATION	3,746	0	0	0	0	0.00%
51620	EQUITABLE LIFE INSURANCE	1,551	0	0	0	0	0.00%
51625	VISION CARE	624	0	0	0	0	0.00%
51640	DENTAL INSURANCE	4,296	0	0	0	0	0.00%
51655	RETIRED EMP MEDICAL INS	2,214	0	0	0	0	0.00%
51665	CASH BACK	590	0	0	0	0	0.00%
51670	PARKING FOR EMPLOYEES	3,800	0	0	0	0	0.00%
51690	MEDICARE	6,602	0	0	0	0	0.00%
51695	CITY EPO MEDICAL PLAN	88,074	0	0	0	0	0.00%
<b>Total Salaries and Benefits</b>		<b>705,568</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
52110	OFFICE SUPPLIES	(194)	0	0	0	0	0.00%
52115	MEDICAL SUPPLIES	19	0	0	0	0	0.00%
52120	COMPUTER SOFTWARE	1,358	0	0	0	0	0.00%
52125	GENERAL SUPPLIES	195	0	0	0	0	0.00%
52135	POSTAGE	280	0	0	0	0	0.00%
52220	MAINT OFFICE MACHINES	4,208	0	0	0	0	0.00%
52280	MAINT ROADS AND BRIDGES	16	0	0	0	0	0.00%
52450	LAUNDRY AND CLEANING SERVICES	2,107	0	0	0	0	0.00%
52573	CREDIT CARD FEES	195	0	0	0	0	0.00%
52575	SERVICES	249	0	0	0	0	0.00%
52605	CAR MILEAGE	2	0	0	0	0	0.00%
52615	DUES AND MEMBERSHIP	300	0	0	0	0	0.00%
52645	SUBSCRIPTIONS	30	0	0	0	0	0.00%
52705	COMMUNICATIONS	12,147	0	0	0	0	0.00%
52735	TELEPHONE LONG DIST CALLS	20	0	0	0	0	0.00%
52738	CELL PHONE BASE CHARGES	183	0	0	0	0	0.00%
52775	MINOR EQUIPMENT	343	0	0	0	0	0.00%
52795	RENTAL OF EQUIPMENT	103,939	0	0	0	0	0.00%
52805	ADMIN PRORATED CHARGES	204,744	0	0	0	0	0.00%
52872	MAINT FLEET VEHICLES EQP	10,413	0	0	0	0	0.00%
52876	PASS THROUGH EXPENSES	416	0	0	0	0	0.00%
52880	PURCHASES FOR RESALE	472,583	0	0	0	0	0.00%
52884	PURCH FOR RESALE STOCK PARTS	(10)	0	0	0	0	0.00%
52915	PASSTHRU MAIL	239,407	0	0	0	0	0.00%
52917	PASSTHRU PRINT	3,798	0	0	0	0	0.00%
52919	PASSTHRU RECORDS	47,525	0	0	0	0	0.00%
65181	RESIDUAL EQUITY TRANSFER OUT	0	174,644	0	0	0	0.00%
<b>Total Operating Expenses</b>		<b>1,104,273</b>	<b>174,644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Expenses</b>		<b>1,809,841</b>	<b>174,644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

Totals may differ from narratives due to rounding.