

Response to Questions on the FY 2014 Budget

Request By: Supervisor Foust

Question: Fund 60020, Document Services, receives a General Fund transfer of approximately \$2.4 million annually. Can balance be utilized so that the FY 2014 General Fund transfer to the Document Services Fund can be reduced by \$1.0 million?

Response: The General Fund Transfer of \$2.4 million to Fund 60020, Document Services is used entirely in support of the County's fleet of large and mid-sized Multi-Functional Devices (MFDs) that are used throughout County government for copying, printing, faxing, and scanning. Program activities include administration of the County's MFD fleet contract; day-to-day management of the service delivery; and integration with the County's technology infrastructure, including network and Microsoft applications. MFDs are installed in buildings across the County and are linked to individual workstations via the County's enterprise network. Fund 60020 also supports the County's Print Shop, which is responsible for providing high-speed digital black and white and color printing, offset printing, and bindery services.

The FY 2014 Advertised Budget Plan projected ending balance in Fund 60020 is \$1.1 million which is held in reserve for unanticipated print shop operating and equipment replacement requirements. This is a relatively modest reserve given the relatively high cost of print shop equipment. It is not recommended to utilize this reserve in order to reduce the General Fund transfer in support of the MFD program.