



Request for City Council Committee Action from the Department of City Clerk

Date: May 16, 2007

To: Ways and Means/Budget Committee

Subject: Printing, Copying and Copier Purchasing Policy and Mailing Policy

Recommendation: Adopt the revised policies for Printing, Copying and Copier Purchasing and Mailing, and direct the City Clerk to place them in the Policy and Procedures Library on the City's website.

Previous Directives: The City Council action of December 23, 2004, established the Policy and Procedure Library

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| Prepared by: Steven J. Ristuben Approved by: Merry Keefe Presenters in Committee: Steven J. Ristuben |
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Financial Impact: No financial impact

Supporting Information: The August 12, 1994 City Council action concerning Copying and Convenience Copier Purchasing superceded the original Copying and Convenience Copier policy adopted on October 6, 1976.

- The new Copy Center policy, very similar to the one passed in 1994, is supported by procedures for printing/copying and convenience copier/printer purchasing. The most significant changes are the inclusion of individualized printing for water bills, vendor checks, payroll checks and licensing letters formerly processed by BIS transferred to the City Clerk in December, 2006, and the transfer of the convenience copier function from the City Clerk to BIS..
- The Mail Center policy is new. In the past, the Mail Center only had procedures. The Mail Center policy will include procedures for interoffice mail delivery, United Parcel Service (UPS), courier service, first class mail, bulk mail, reply mail, misaddressed mail and specialty mail.
- The format and content of the policies and procedures are consistent with the Policy Library guidelines.

City of Minneapolis

Policy

for

Printing, Copying and Copier Purchasing

Procedures: [Copy Center Printing](#) [Convenience Copier Purchases](#)

[Network Printer and Multifunction Printer Purchases](#)

History of Policy: Council Approval: 10/6/1976, revised 8/12/1994, revised 5/25/2007

Synopsis: Establishes terms and responsibilities for copying/printing at city expense

Administering Departments: City Clerk and Business Information Services (BIS)

Contact: Copy Center, B27, City Hall, Supervisor, David Schlueter, 673-2570; BIS 125 City Hall, Director, Lynn Willenbring, 673-2927

I. Purpose and Scope of Policy

- A. **Purpose:** To ensure maximum efficiencies and cost effectiveness in City printing and copying.
- B. **Scope:** This policy applies to all City-paid printing, copying and data operations functions for departments under the jurisdiction of the City Council.

II. Definitions

- A. **Desktop (Network) Printers**, located within departments, are digital, small, networkable devices that usually produce 8-15 copies per minute
- B. **Multifunction Copier/Printers (Black & White)**, located within departments, are networkable, multifunctional (scanners, copiers, printers) machines that produce 20 to 40 copies per minute.
- C. **Large Copiers (Data Operations):** Using higher speed copier and printers to prepare customized printing from a database that specifies individuals and addresses. Examples include utility bills, payroll checks, vendor checks and licenses.
- D. **High-speed Copiers:** digital, networkable copier/printers located in the City Copy Center that copy 50 or more pages per minute and perform special functions such as inserting tabs.
- E. **Offset Press:** Stand-alone, high speed machine for large quantities, for example, 40,000 utility bill inserts. Presses are the most cost effective solution for large quantities.

III. General Conditions

- A. **Outside Printing:** Printing for City collective bargaining unions is allowed and the unions are charged the same rates as City agencies. Per the City of Minneapolis Electronic Communication Policy, City employees may use printers and copiers for limited personal use, which would include salary and fringe benefits information. Printing is restricted to city departments and the independent boards and commissions, unless the City is co-sponsoring a publication with a non-city agency and except for those agencies for which the City provides services. No printing or copying for outside organizations can be processed by the system.
- B. **Copyrighted Materials:** Except for fair use, copyrighted materials will not be duplicated without express written permission from the publisher or the signature of a department representative who has obtained such permission.
- C. **Desktop and Multifunction Copier/Printers:** BIS manages centralized purchasing of desktop (network) and multifunction copier/printers and their associated supplies and maintenance. Specifications are based on the needs of departments. The replacement schedule is based on criteria established by BIS. The City Clerk purchases paper and dispenses paper for these devices.
- D. **High-speed Copier System:** The Copy Center provides reproduction and bindery services. The Center also provides data operations services for personalized addressing and printing of water utility bills, vendor checks and payroll checks. The Copy Center provides direct services when most cost efficient. The Copy Center uses outside vendors, sometimes referred to as overflow printers, when significant cost savings can be achieved, when a job cannot be completed by the Copy Center within the time frame required by the department or when the Copy Center does not have the necessary equipment to complete the job. For high speed copying (for larger jobs of 50 or more copies), City departments under the authority of the City Council within a four block radius of City Hall, must use the Copy Center for copying and bindery services, unless the copying or binding is done pursuant to the exemptions allowed under this policy. Independent boards, commissions and task forces are encouraged to use the Copy Center.
- E. **Authority:** The City Clerk and BIS have the authority to develop procedures as necessary and to charge departments for services. Charges will be less than an outside vendor.
- F. **Exemptions:** If departments determine that using an outside vendor or performing work in the department is cost efficient for printing, copying, proofreading, formatting, binding, personal service of documents, and related needs, the department may use an outside vendor or perform the work within the department. However, the department must provide the City Clerk with the rationale for using an outside vendor or performing the work within the department by project or category of service.

IV. Roles and Responsibilities

Printing & Copy Services (City Clerk):

1. The City Clerk is responsible for Copy Center and Data Operations. The department is responsible for the purchase of high speed copiers/printers and bindery equipment including supplies, paper and maintenance.
2. The City Clerk Copy Center and Data Operations oversees and administers the daily operation of the City's high speed printing/copying, data operations, bindery, paper purchases and ordering and dispersing of convenience copier supplies.
3. When a department provides the City Clerk with its rationale for using an outside vendor or performing the work within the department by project or by category of service, the City Clerk may consider if the City Clerk's Office can provide such a service in a more cost efficient manner in the future. The City Clerk's Office may consider taking steps to procure such a service from an outside vendor or to provide such a service within the Copy Center, if the Copy Center does not already provide such a service. The City Clerk may provide information about new services for departments to consider.
4. The City Clerk's Copy Center Supervisor has the authority to use an outside vendor to perform work requested by a department if the project would be best completed by an outside vendor.
5. The City Clerk develops procedures and forms related to printing and copy services.
6. The City Clerk charges departments for printing and copy services. The City Clerk reviews charges for printing and copy services on an annual basis.

Desktop and Multifunction Copier/Printer System Support (BIS):

1. The City's information technology department is responsible for maintaining the physical infrastructure and technical environment on which the printing and copy systems reside. The department provides network drops, the wiring connection from the equipment to the City's network infrastructure for network printers and multifunction devices.
2. The City's information technology department is responsible for the integrity and security of the infrastructure.
3. The City's information technology department is responsible for defining standards and providing training and other assistance with networked desktop printers and networked black and white multifunction copiers/printers so that departments can best meet their printing and copying needs.
4. The City's information technology department develops procedures and forms related to the purchase, installation and maintenance of network printers, multifunction printing devices and associated supplies.
5. The City's information technology department reviews charges for desktop printers and multifunction copier/printers and associated services on an annual basis.

Departments:

1. Departments are responsible for identifying their printing, copying, proofreading, formatting, binding and personal service of document needs and related needs, and selecting the most cost efficient options consistent with this policy.
2. Departments are responsible for working with the Copy Center and BIS pursuant to this policy.
3. As soon as practicable, departments must provide the City Clerk with a rationale for using an outside vendor or performing the work within the department by project or category of service.

City of Minneapolis

Policy

for

Mailing

[Links to Procedures:](#)

[Bulk](#) [Courier](#) [First Class](#) [Interoffice](#) [Misaddressed Mail](#) [Reply Mail](#) [Specialty](#) [UPS](#)

History of Policy: Council Approval: 5/25//2007

Synopsis: Establishes terms and responsibilities for mailing at city expense

Administering Department: City Clerk

Contact: Mail Room Supervisor David Schlueter 673-2570

I. Purpose and Scope of Policy

- A. Purpose: To insure maximum efficiencies and cost effectiveness of the entire City's mailing.
- B. Scope: This policy applies to all City-paid mailings by all departments under the jurisdiction of the City Council

II. General Conditions

- A. Public Purpose: All outgoing mail sent at City expense must be related to City business. No personal mail and no mail from outside organizations can be sent through the City system. All outgoing mail sent at City expense must have a City return address and must be submitted with a card with the approved department bar code.
- B. Cost-effective: The Mail Room will conduct operations in a cost-effective manner, with departmental charge backs considerably less than could be achieved through outside vendors. The Mail Room will use the services of outside vendors when significant cost savings can be achieved.
- C. Services: The Mail Room will be open 5 days a week. The Mail Room will provide United States Postal Service (USPS) first class mailing through a presort vendor, interoffice mail delivery in City Hall and daily courier service to departments in other downtown buildings, United Parcel Service (UPS) package mailing, Standard Mail (bulk mail), Business Reply Mail, Postage Due Mail and Certified Mail. The Mail Room sorts and delivers interoffice mail, provides assistance with misaddressed mail, addressing protocols and specialty services such as Registered Mail and Express Mail.
- D. Authority: Mailing services will be under the jurisdiction of the City Clerk. The City Clerk will develop procedures as necessary.

III. Roles and Responsibilities

- A. City Clerk: Oversee the daily operations of the mail functions, develop and modify procedures and forms and charge back services to departments.
- B. Mail Room Supervisor: Manage the Mail Center and provide mailing services and information.

C. Departments: Select the most cost-effective mailing methods. Provide accurate accounting cards with correct codes with each bundle of mail placed in the outgoing mail trays. Update and correct outgoing and incoming mailing addresses.