



# NASHVILLE DEFENDERS

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**TO: Metropolitan Council**  
**FROM: Martesha L. Johnson, Metropolitan Public Defender** *MJ*  
**DATE: September 28, 2018**  
**RE: Annual Report on Office Paper and Postage Expense Reduction**

Pursuant to BL2008-248, I am pleased to provide you with this Annual Report regarding Paper and Postage Expenses by the Metropolitan Public Defender's Office for Fiscal Year 2018. It includes the actions we intend to take during the next year to work on reducing paper consumption and postage expenses.

### FY2017 Compared to FY2018

Description	FY2017	FY2018	Difference
Number of copies made	741,773	788,540	46,767
Reams of paper purchased	1,707	1,305	(402)
Cost of paper	\$4,220	\$3,165	(\$1,055)
Cost of maintenance/leasing	\$10,133	\$11,037	\$904
Toner cost	\$2,711	\$2,560	(\$151)
Postage expense	\$55	\$101	\$46
Average cost per copy	\$0.023	\$0.021	(\$0.002)

#### Goals for FY2018:

No increase in the number of copies made  
No increase in the cost of postage, paper and copiers

#### Results for FY2018:

Number of copies increased by 6.3%  
Cost of postage, paper and copiers decreased by 1.76%,  
or \$301

**Explanation:** The number of copies increased by 6.3% between FY2017 and FY2018. An additional social worker position and an additional investigator position were added in FY2018, resulting in more client records investigative records being generated. We also had more in-house trainings in FY2018. Efforts made to reduce the number of copies include using digital media more often to store documents instead of copying them. Staff is also being encouraged to receive faxes via their computers. We had more paper in stock at the beginning of FY2018 than in FY2017 resulting in a 25% decrease in expenses for paper. Toner costs decreased due to less expensive toner cartridges required for desktop printers. There were more FedEx shipments for case-related items in FY2018 resulting in an increase of \$46 in postage expenses. Our cost per copy decreased by \$0.002 from FY2017 to FY2018 due to decreased paper and toner expenses.

**Goals for FY2019:** Our goals for FY2019 are no increase in our number of copies made, and no increase in the costs of postage, paper and copier leases. We will continue exploring ways we can use technology to reduce our paper and postage expenses.



## **Office Paper & Postage Expense Reduction Plans for FY2019**

**Educating Employees** – The Public Defender’s Office believes that if employees understand the benefits of paper usage reduction, they will be more willing to participate. We continue to educate employees on the benefits of reduced paper use, which include savings of our limited budget dollars and helping the environment.

**Implementing Paper Reduction Policies** – There are several things that every employee can do to save paper:

- 1) Copy and print double-sided whenever possible. Instructions have been provided to employees on how to do this, and how to make this the default setting on office computers.
- 2) Read e-mails on-line and print them only when necessary.
- 3) Post announcements to a bulletin board or distribute by e-mail rather than by making paper copies.
- 4) Scan documents that need to be circulated and then send them by e-mail. Instructions have been provided to employees on how to utilize this technology. Employees have scanners on their desks, and copiers also have scanning capability.
- 5) Recycle folders and interoffice envelopes. Locations are available for employees to deposit and pick up folders/envelopes for reuse.
- 6) Encourage employees to send and receive faxes using their computers rather than copiers.

**Capitalize on Technological Advances** – Staff have been provided a desktop scanner and are encouraged to use it to save case-related documents to our electronic case file database. We are also using scanners to send documents via email instead of regular mail, which eliminates the need to make a copy. By keeping many of our records on computers and/or digital media, we can reduce our physical storage space requirements.

**Recycle** – In FY 19 we will encourage employees to use recycle bins on a regular basis.

**Reduce Recycled Paper** – More reused paper means less in the recycle bin. Employees are encouraged to find other uses for paper if possible, before placing it in the recycle bins.

**Reduce Postage Expense** – We will continue to use FedEx for shipping items that need a quick delivery. Employees will continue to use interoffice mail whenever possible, including mailings to the State of Tennessee.

**Leadership** – Management will set a good example by doing all the things they are asking employees to do. When supervisors observe their employees taking actions that reduce paper and/or postage usage, they should give positive feedback to those employees.