



# 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.

