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TO: Metropolitan Council
FROM: Dawn Deaner, Metropolitan Public Defender *DD*
DATE: September 28, 2017
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 2017. It includes the actions we intend to take during the next year to work on reducing paper consumption and postage expenses.

FY2016 Compared to FY2017

Description	FY2016	FY2017	Difference
Number of copies made	805,079	741,773	(63,306)
Reams of paper purchased	1,410	1,707	297
Cost of paper	\$3,684	\$4,220	\$536
Cost of copier maintenance/leasing	\$10,710	\$10,133	(\$577)
Toner cost	\$2,042	\$2,711	\$669
Postage expense	\$5	\$55	\$50
Average cost per copy	\$0.020	\$0.023	\$0.003

Goals for FY2017:

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

Results for FY2017:

Number of copies decreased by 7.86%
 Cost of postage, paper and copiers increased by 4.12%, or \$678

Explanation: The number of copies decreased by 7.86% between FY2016 and FY2017. Digital media is being used more often to store documents instead of copying them. Staff is also being encouraged to receive faxes via email. We had less paper in stock at the beginning of FY2017 than in FY2016 resulting in a 14.56% increase in expenses for paper. Toner costs increased due to the addition of a couple of desktop printers that were purchased to increase efficiency. There were more FedEx shipments for case-related items in FY2017 resulting in an increase of \$50 in postage expenses. Our price per copy increased by \$0.003 from FY2016 to FY2017 due to increased paper and toner expenses.

Goals for FY2018: Our goals for FY2018 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 FY2018

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 – Each staff member has been provided a desktop scanner and is 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 FY2017, we increased the number of recycle containers in the office. In FY 18 we will increase them even more and will continue to 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.