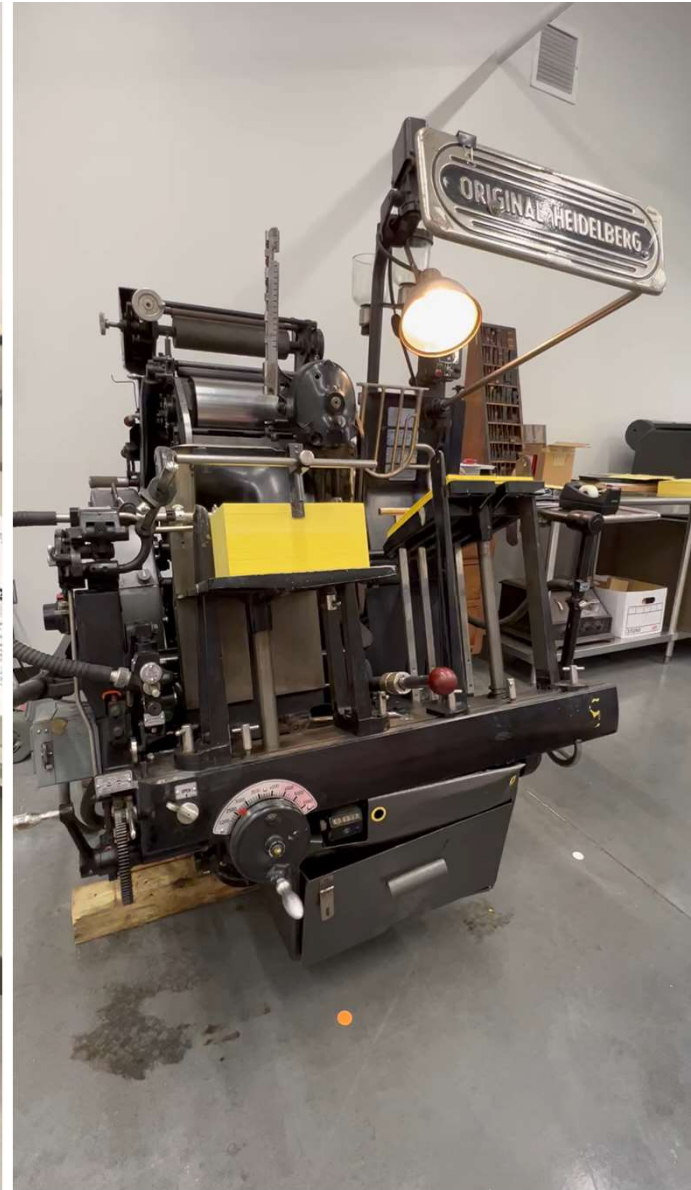


GREENE
COUNTY
GENERAL
SERVICES



General Services

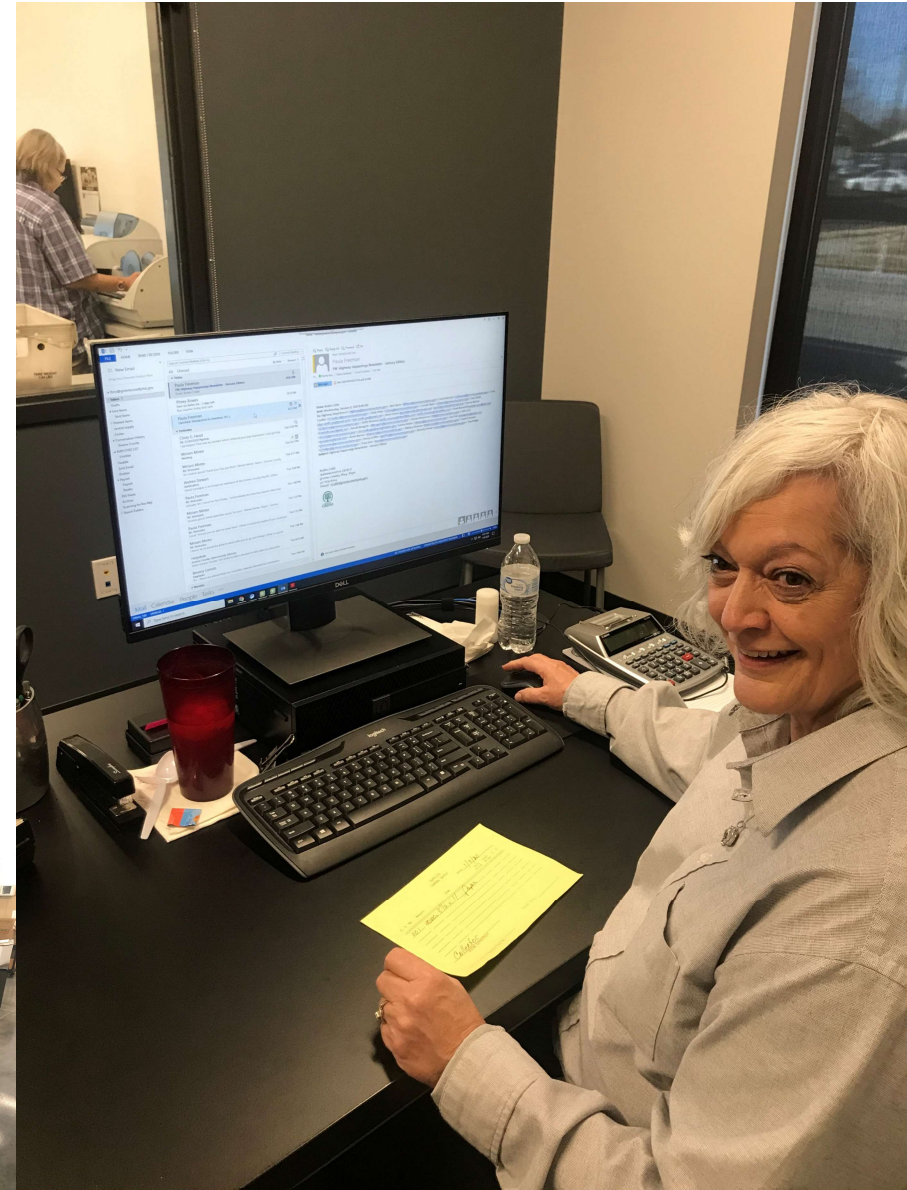
Providing efficient support services to the
Greene County Campus



General Services

Roetta Bos, Manager

- Mailroom
- Campus Receiving
- Central Supplies
- Microfilm / Scanning
- Print Services



General Services Staff



- Roetta Bos, General Services Manager ext. 6188



- Kate Tarrant, Mail/Microfilm Coordinator ext. 1571



- Tim Hall, Print Specialist ext. 6164



- Sam Turner, Microfilm Operator ext. 1613



- Chuck Suchoski, Distribution Clerk ext. 1615

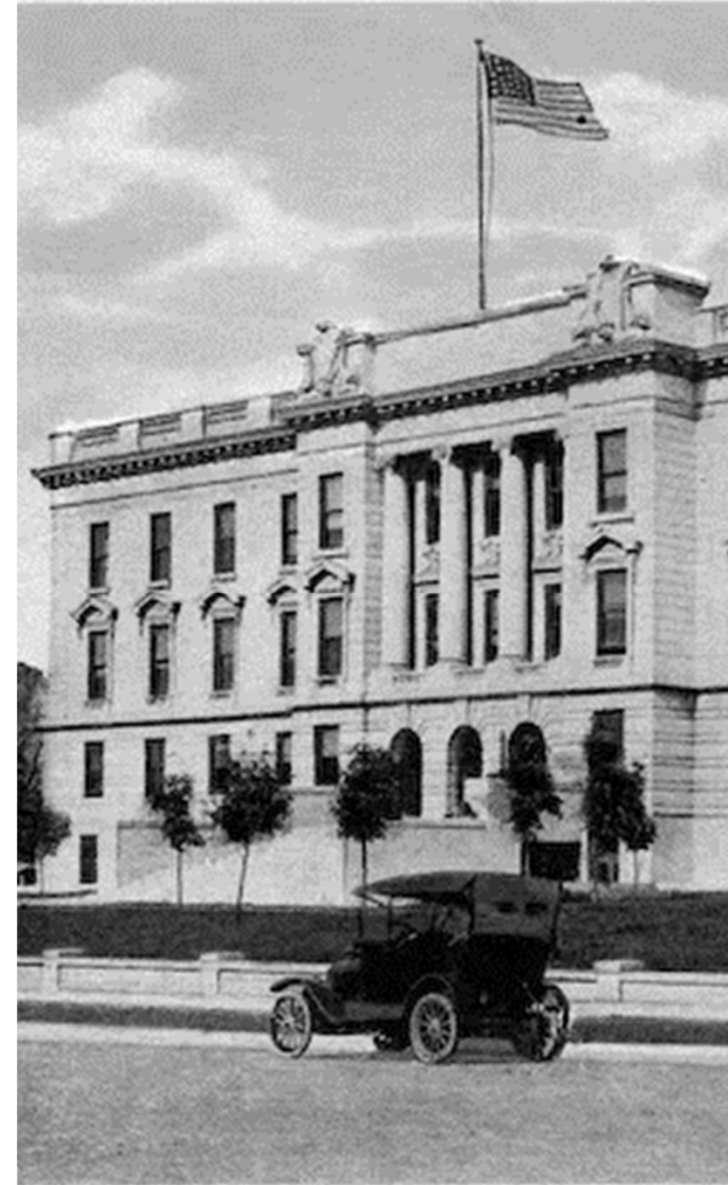
History

Began as a mailroom located in the Historic Courthouse

- Printing and microfilm capabilities added in the 1980s

Here there and everywhere...

- Under the stairs in the storeroom next to room 35
- In the storage area adjacent to the front steps
- In the telephone room next to the old boiler room
- In the basement of 933 N. Robberson
- PBX telephone switchboard function was part of General Services until it was discontinued.
- General Services grew and was led by several dedicated county team members over the years, especially Paula Freeman.



General Services

Mission

- General Services exists to provide necessary support services to all Greene County offices and departments.
- We strive to provide excellent customer service.

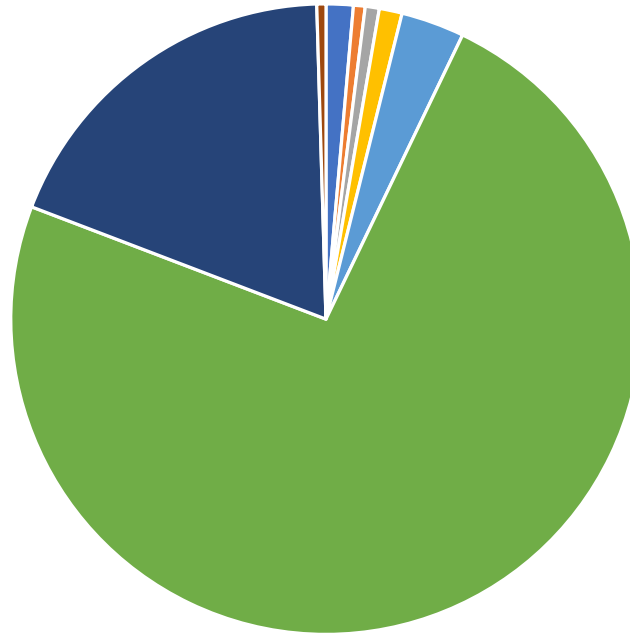
Structure

- General Services is organized under the County Commission / County Administrator
- Reports to Kevin Barnes Director of Resource Management.

Funding

- General Services Budget is drawn from General Revenue.
- 2022 Budget was \$320,092 the majority of which is salary/benefits.

2023 Budget By Cost Center



- Pitney Bowes Lease - \$6,000
- Microfilm Consumables - \$3,000
- Print/Distribution - \$13,500
- Capital Purchases - \$78,000
- Office Supplies - \$500
- Microfilm Maintenance Contracts - \$4,900
- Salary/Benefits - \$307,000
- Travel/Training - \$2,000

Mailroom

- Responsible for retrieving all campus mail from United States Post Office
- Sort mail each morning and provide mail service to all Greene County locations
- Collect mail from nine locations
- Apply postage to mail, parcels, and certified mail to be sent out daily
- Send and receive accountable mail items
- Receive, log-in and deliver FedEx and UPS overnight letters and parcels



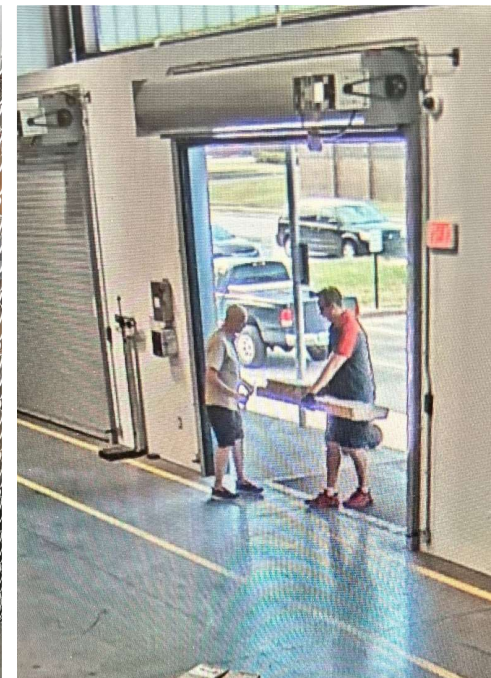
Mailroom Facts

- Ozark Mailing presorts first class mail. Greene County saves \$0.06 on each first class mail piece
- Processed 281,334 pieces in 2022
- Postage in 2022 was \$159,231
- Some postage refunded by State of Missouri as noted in Rsmo
 - Election related mail
 - Non-support related mail
 - Assessor related mail
- Less mail handled during tax season due to more online activity



Receiving/ Distribution

- Receive shipments at the Operations Center dock
- Verify shipments
- Look-up purchase orders in Eden and mark item received into system
- Provide secure holding for shipments until delivery in on-site cage
- Deliver order to requisitioning department
- Provide delivery of office supplies and printing
- Provide courier service when needed to local businesses and shipping companies
- Track missing items



Central Supplies

- On-site inventory enables quick access to office supplies and copy paper
- Inventory valued at \$10,000
- Provide and deliver office supplies to all county offices
- Use of Eden to track incoming / outgoing inventory items
- Supply inventory based on frequently used items
- New items added upon request or need
- Items sold at cost



Microfilm / Scanning Center

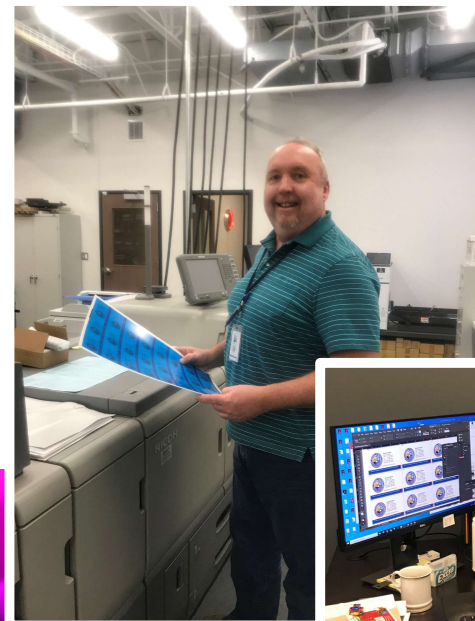
In-house facilities allow greater security, cost savings and quicker turnaround.

- Two scanning stations to convert paper documents to digital files
- Large format scanner capable of scanning large maps and plats
- Two planetary film cameras to microfilm documents
- Archive Writer to convert digital files to microfilm (new summer 2023)
- Microfilm duplicator
- 16mm film processor



Here to Assist You...

Tim has many years of experience in the printing trade, and is available to assist you with your printing project. Our shop has the ability to work with various file formats and fulfill many different types of printing requests. Outfitted with the latest design software and knowledge of printing techniques, we can help you achieve the finished product you need while keeping within your budget. We have a large variety of stock on hand, and have the ability to source special materials when needed. If the project is too large or exceeds our capabilities, we will make recommendations and help you find a solution and vendor who can meet your needs.



Budget, Inventory and Overhead oh my...

- \$13,500 annual operating budget
- Digital production printer click charges account for the majority of the \$13,500
- Maintain paper inventory with 150+ skus and an approximate value of \$32,000
- All printing is charged out at a straight forward - cost of paper plus 30% regardless of job requirements
- 900+ printing requests completed in 2022



Cost Savings

When you utilize our in-house print services, not only do you receive excellent service, but your work is completed at a cost you will not find elsewhere – roughly one-tenth of retail.

Savings on Business Cards....

- Monochrome / Full-Color / Foil Seal
- One or two sided
- Full-bleed / No-bleed
- With or without clear coating
- Retail printer \$48+ per box of 500
- GC Print Services \$4.08 per box of 400



Digital Equipment

Full color digital printing uses the latest technology in highspeed duplicating. Files are composed on the computer using industry standard software and are then transmitted to the digital equipment where the finished product is produced. It is generally more economical and efficient to route your printing to our high-speed equipment rather than printing on office copiers.

- Ricoh High Speed Full Color Digital Production Printer 13” x 19”
- Xante Full Color Digital Envelope Printer



SHERIFF JIM C. ARNOTT

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Springfield, Missouri 65802
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SHERIFF
GREENE COUNTY



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Offset Presses

Offset technology offers more cost savings on one and two color printing jobs when larger quantities are ordered.

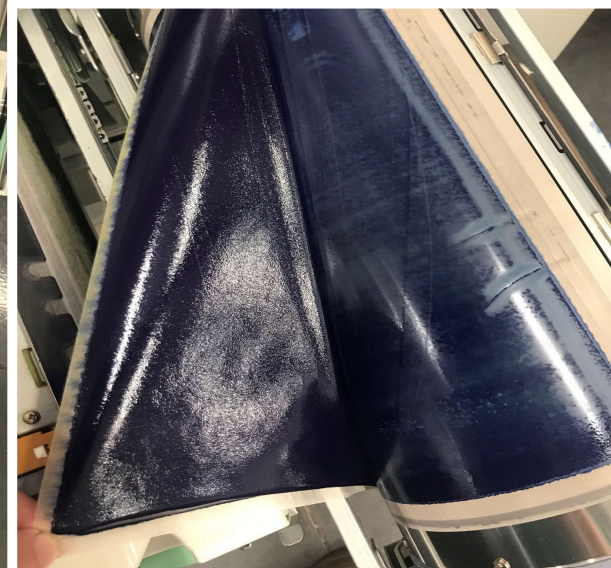
- Heidelberg QR-46 2 color 13" x 19"
- Multilith 1250 11" x 17"
- ATF Chief 17 11" x 17"



Stencil Duplicating

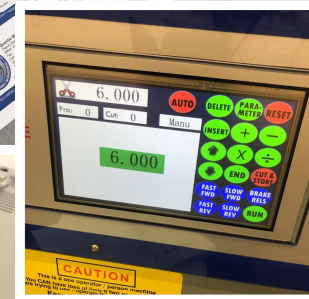
More commonly known as a Mimeograph. This high tech version of the stencil duplicator produces multiple duplicates from a single original and is fast and economical. This process is lower quality than offset or xerographic printing and is not suitable for coated stocks. Used for one and two color forms, envelopes, postcards, etc.

- Risograph 2 color Duplicator



Bindery

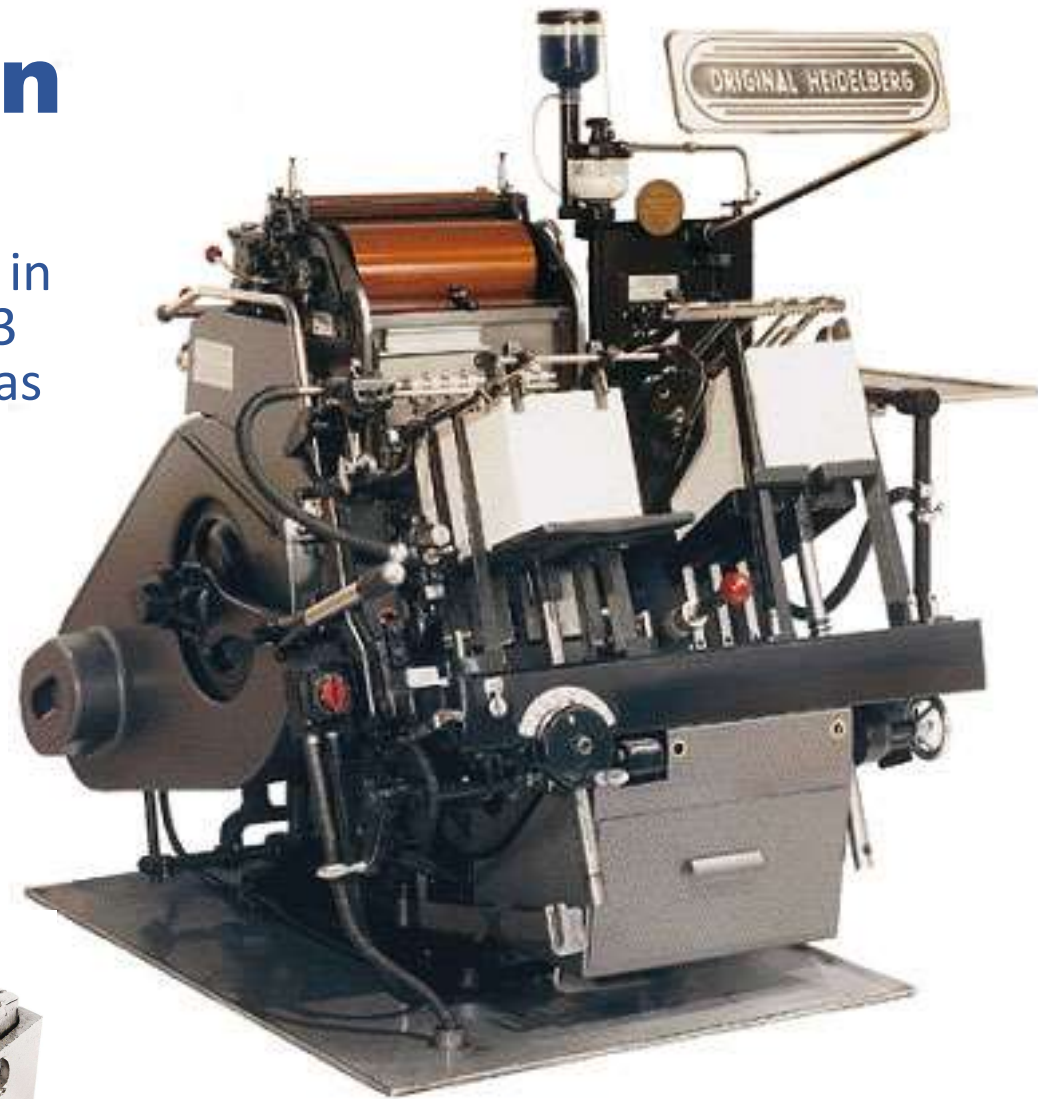
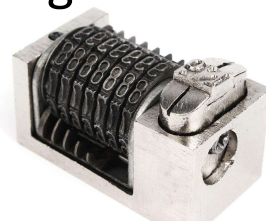
- Hydraulic Cutter 26.5"
- Shark Business Card Cutter
- MBM Collator/Booklet Maker
- Wire Stitcher / Stapler
- Rosback Perforator/Scorer
- Shrink Wrapper
- Drill
- Folder
- Comb Binding
- Thermal Binding
- Folding/Inserting
- Laminating
- Tabbing for mail pieces



Heidelberg Platen (Windmill)

The Heidelberg Platen was introduced in 1914 and manufactured between 1923 and 1985. Although this technology was surpassed by offset and digital, letterpress printing is still popular for artisan and special occasion printing and specialized tasks.

- Printing
- Crash Numbering
- Die Cutting
- Complex Perforating / Scoring
- Embossing
- Metallic Foil Stamping



Looking Forward

General Services continues to adapt as the nature of our work changes. Historically heavy mail tasks during tax season aren't the norm anymore. The post office isn't consistent about transporting mail anymore – it may mean receiving a weeks worth of mail in two days and very little the other three days. Printing jobs are rarely monochrome these days. Most printing jobs are more complicated than in the past and require a higher level of technical expertise. We are still awaiting an online store portal and hopeful it can be accomplished soon.

