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working for you

Sedgwick County

525 North Main Street 3rd
Floor
Wichita, KS 67203

Legislation Details (With Text)

File #: 18-1002 **Version:** 2 **Name:**
Type: Consent **Status:** Consent Agenda
File created: 11/20/2018 **In control:** Board of Sedgwick County Commissioners
On agenda: 12/5/2018 **Final action:**
Title: Changes to the Division of Information, Technology and Support Services (ITSS) Staffing Table.
Sponsors:
Indexes:
Code sections:
Attachments: 1. Print and Mail Assistant 11.20.18

Date	Ver.	Action By	Action	Result
12/5/2018	2	Board of Sedgwick County Commissioners	Approved on the Consent Agenda	Pass

Changes to the Division of Information, Technology and Support Services (ITSS) Staffing Table.

Recommended Action: Approve the request for adding a part-time Print Shop and Mailroom Assistant to the Division of Information, Technology and Support Services staffing table as requested.

The time required to disseminate mail, in particular on the inner office mail run, has increased over the last two years as changes have been made to department and division locations. These include:

- The Ronald Reagan Building is a multi-floor building, requiring staff to make several stops within the building for mail or to drop off print jobs;
- Regular trips to the Fire Station in Park City started in 2017, previously these trips had been as needed or Fire Department Administration would stop by the mailroom when they were downtown;
- Addition of a stop to the Wichita State Campus for the Law Enforcement Training Center, which is farther from the standard route than the previous location;
- Additional stops for changing COMCARE locations, in particular the move out of Twin Lakes;
- Increased court trustee locations (from one floor in the main courthouse to three floors and the addition of a fourth location in the historic courthouse).

The number of jobs being completed by the Print Shop has also increased as modifications to the purchasing policy has stopped divisions from outsourcing work themselves. It was unknown at the time how many divisions were not utilizing the Print Shop but there has been a substantial increase with the new Purchasing Card Policy.

Stats for the increase in print jobs are detailed in the table below:

Number of Orders Completed	
2016	3,137
2017	3,392

2018	3,504*
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*Year end estimate

ITSS is requesting a part-time assistant to work no more than 25 hours a week within the Print Shop and Mailroom. This position will fill in as needed with the inner office mail run; processing of mail for USPS deliveries, as well as Fed Ex and UPS packages; running the folder inserter for bulk mailing; as well as execute the bindery of print jobs including coil/comb inserts, perforation, cutting, and the drill press.

Alternatives: Without this position, the Print Shop and Mailroom will have to reduce the number of inner office mail runs made daily, delaying the dissemination of written communication and documents within the County. The turnaround time for print production jobs will also increase.

Financial Considerations: The attached budget impact form outlines increased costs of \$14,251 on an annual basis. No additional budget authority is being requested; sufficient budget authority currently exists within Central Services to fund this position in the 2018 and 2019 budgets. Funding for this position will be equally split between two fund centers, the Print Shop and the Mailroom.

Legal Considerations: The authority for this action is K.S.A. 19-101 and a simple majority vote is required.

Policy Considerations: County Policy 4.300 Staffing Table Administration.

Outside Attendees: N/A

Multimedia Presentation: N/A