

CITY OF SARASOTA, FLORIDA
CENTRAL STORES AND DUPLICATING FUND

	Actual 1999-00	Budget 2000-01	Estimated 2000-01	Budget 2001-02
Available Fund Balance	\$ 264,879	\$ 272,580	\$ 237,577	\$ 254,699
<u>Revenues</u>				
Supplies and materials	1,316,039	1,200,000	1,200,000	1,200,000
Duplicating services	161,210	195,000	169,000	160,750
Interest in pooled cash	16,019	7,348	14,830	15,000
Miscellaneous revenue	-	-	2,000	2,000
Total	1,493,268	1,402,348	1,385,830	1,377,750
Estimated Funds Available	1,758,147	1,674,928	1,623,407	1,632,449
<u>Expenditures</u>				
Personnel	204,542	218,437	222,345	224,941
Operating	141,076	167,829	163,091	152,394
Merchandise for resale	1,114,780	936,850	983,272	1,007,389
Capital	22,488	-	-	-
Total	1,482,886	1,323,116	1,368,708	1,384,724
Projected Ending Balance	275,261	\$ 351,812	\$ 254,699	\$ 247,725
Reserved for carryover	(38,831)			
Fund Balance Adjustment	1,147			
	<u>\$ 237,577</u>			

DUPLICATING SERVICE

Description of Operation:

Duplicating Services is a division of the General Services Department located in City Hall. This division operates a printing department which provides convenient, competitive and reliable centralized duplicating services for all City departments. This service is available to all departments when requiring more than 50 copies at a time.

The benefit to the City is in fast, reliable convenient customer service as well as consolidating the labor cost by utilizing one full time employee dedicated to this position. Therefore user departments are not required to budget for labor for this function. Duplicating is a self sufficient department not relying on the General Fund for its operating costs.

The Duplicating Division provides for and maintains fifteen satellite copiers and supplies on an "as needed" basis for the various departments throughout the City. This includes copier lease administration for departments. This department also provides the labor to research technology to find the most appropriate copiers, based on function, to meet various departments' needs. This department manages the billing for all participating departments and acts as a liaison between copier representatives and the departments. The direct costs payable by the City to the vendor, to operate the 15 satellite copiers averages 5.9 cents per copy. Direct costs include lease costs, supplies, maintenance, vendor copy charges, and paper. The administrative charge to the participating departments will be .005 per copy or one half cent. To present a more accurate representation of the indirect administrative costs for each department, Duplicating will no longer be using the flat rate of 5 cents per copy to each department. So, for example, if a department's direct copier charges payable to the vendors is 3.4 cents per copy, the administrative charge of .005 or one half cent per copy brings the total for that department to 3.9 cents per copy.

We anticipate Duplicating Services will average approximately 1,500,000 copies during FY 2002. Charges to departments participating in this fund are set at 5.5 cents per copy for the production printer.

Features offered by the duplicating equipment include a Xerox 5690 which is capable of making 135 impressions per minute (black and white), full color/color accent copies, binding up to 125 pages and stapling up to 70 pages. A new Xerox digital color copier/printer provides City departments with document fed, collated copies at a rate of 12 copies per minute, three times faster than the previous equipment. The printer aspect allows for computer network access directly from the user's PC. The color clarity is impressive and will increase the quality of the City's presentation material.

The cost of color copies will increase on 10-01-01 and will be as follows: \$1.00 for letter and legal (up from \$0.85) and \$1.50 for ledger (up from \$1.25). These costs are still below outside vendor prices.

Goal - Responsible City Government

To provide high quality, efficient and cost effective duplicating services for the City of Sarasota.

Objectives

To meet the large scale duplicating needs of the City in a timely fashion.

To analyze printing needs of clients and direct appropriate printing jobs to a centralized duplicating facility to take advantage of the cost efficiency of high speed duplicating equipment.

To analyze the need for, and installation of, efficient satellite copiers of the appropriate cost, speed and capability in the most effective locations throughout City Hall and the Annex.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Copies made - black and white	Number	1,500,000	1,500,000	1,500,000
Copies made - color	Number	9,000	15,000	15,000
Black & white jobs completed	Number	n/a	582	600

DUPLICATING SERVICE

Output Measure

Color jobs completed	Number	n/a	197	205
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Effectiveness Measure

Black & white jobs completed on time	Percent	n/a	100	100
Color jobs completed on time	Percent	n/a	95	95

Efficiency Measure

Cost of in-house vs. vendor - color	Percent	n/a	68% lower	48% lower
Cost of in-house vs. vendor/ black/white	Percent	n/a	48% lower	48% lower

Cost Center Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY2002 Totals
Personal Expenditures	42,454	39,000	34,546	0	34,546
Non Personal Expenditures	115,950	151,678	127,025	0	127,025
Transfer Expenditures	3,149	0	0	0	0
Totals	\$161,553	\$190,678	\$161,571	\$0	\$161,571

Personnel Summary

Actual Positions		1.00	0.00	1.00
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Revenue Summary

	Total
INTRAGOVERNMENTAL SERVICES	160,750
	\$160,750

CENTRAL STORES

Description of Operation:

Central Stores, a division of the Department of General Services reporting to Purchasing, is responsible for providing and warehousing sufficient materials to meet the demands of City departments with a minimum of delay by effecting lower product costs and realizing cost savings that result from purchasing larger quantities per order. The division is revamping its operational procedures to include upgraded technology, inventory coding, catalog production, advanced buying techniques, and enhanced customer service. Advanced buying techniques and supplier relationships will allow the division to offer additional items, customized to the needs of the City, without increasing staff or physical plant needs and continuing to maintain price levels.

Goal - Responsible City Government

To enhance the use of technology and its application and encourage increased staff training in order to customize the inventory and adjust the levels of goods warehoused and provided to meet departmental demands. Central Stores will then be able to increase customer satisfaction, retain a current level of inventory and customize its stock to better address the needs of the ordering departments.

Objectives

Initiate stockless buying techniques to transfer the inventory responsibility to the supplier.

Establish supplier partnerships and delivery agreements such as JIT (Just in Time) methods of supply.

Increase annual contract bidding and utilize other governmental entity contracts.

Increase stock turnover rate so that inventory is current.

Prevent obsolescence of inventory by instituting reorder points and monitoring of usage.

Analyze needs of departments and customize stock to fit those needs.

Create an online catalog and internal order system that includes recycled and environmentally preferable products.

Create more visibility for the "Stores" operation.

Eliminate duplicity of operations by further centralizing auto parts ordering through the Stores/Warehousing operation by determining needs as noted above.

Participate in organizations such as the American Production and Inventory Control Society (APICS) and encourage staff certifications.

Establish Central Stores as an informational source for the availability of recycled product substitution, if cost effective.

Increase the number of items purchased with post consumer content and establish a tracking system.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Orders processed	Number	n/a	8,900	9,500
Orders for mechanical parts	Percent	n/a	45	45
Orders for all other items	Percent	n/a	55	55
Orders for non stocked items	Percent	n/a	44	30
Parts orders	Number	n/a	4,032	4,275
Orders for other items	Number	n/a	4,868	5,225
Effectiveness Measure				
Non stocked item order requests	Number	n/a	3,948	3,000
Stock Turnover rate	Percent	n/a	75	200
Delivery time turnaround ~ days	Number	n/a	2	2

CENTRAL STORES

Cost Center Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY2002 Totals
Personal Expenditures	162,087	179,437	190,395	0	190,395
Non Personal Expenditures	1,136,758	953,001	1,032,758	0	1,032,758
Capital Expenditures	22,488	0	0	0	0
Totals	\$1,321,333	\$1,132,438	\$1,223,153	\$0	\$1,223,153

Personnel Summary

Actual Positions	4.25	0.00	4.25
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Revenue Summary

	Total
INTEREST	15,000
OTHER MISCELLANEOUS REVENUES	2,000
INTRAGOVERNMENTAL SERVICES	1,200,000
	\$1,217,000