

CITY OF SARASOTA, FLORIDA  
CENTRAL STORES AND DUPLICATING FUND

	Actual 2000-01	Budget 2001-02	Amended Budget 2001-02	Estimated 2001-02	Budget 2002-03
Available Fund Balance	\$ 496,453	\$ 254,699	\$ 501,412	\$ 501,412	\$ 480,144
<u>Revenues</u>					
Supplies and materials	1,093,289	1,200,000	1,200,000	1,153,000	1,200,000
Duplicating services	170,754	160,750	160,750	150,000	160,000
Investment income	30,702	15,000	15,000	-	12,000
Miscellaneous revenue	1,031	2,000	2,000	3,000	3,000
Total	<u>1,295,776</u>	<u>1,377,750</u>	<u>1,377,750</u>	<u>1,306,000</u>	<u>1,375,000</u>
Estimated Funds Available	<u>1,792,229</u>	<u>1,632,449</u>	<u>1,879,162</u>	<u>1,807,412</u>	<u>1,855,144</u>
<u>Expenditures</u>					
Personnel	225,313	224,941	224,941	223,752	242,433
Operating	135,540	152,394	154,553	153,470	145,437
Merchandise for resale	914,844	1,007,389	1,007,389	941,000	972,000
Capital	15,120	-	9,046	9,046	1,250
Total	<u>1,290,817</u>	<u>1,384,724</u>	<u>1,395,929</u>	<u>1,327,268</u>	<u>1,361,120</u>
Projected Ending Balance	<u><u>\$ 501,412</u></u>	<u><u>\$ 247,725</u></u>	<u><u>\$ 483,233</u></u>	<u><u>\$ 480,144</u></u>	<u><u>\$ 494,024</u></u>

# DUPLICATING SERVICE

## Mission Statement

To provide all City Departments with fast, reliable, convenient duplicating service of black/white and color copies consolidating the labor cost by utilizing one full time employee dedicated to this position.

## Description of Operations

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.

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 is \$0.005 per copy or one half cent.

It is anticipated that Duplicating Services will average between 1.3 and 1.6 million copies in FY 2003. Chargebacks to departments participating in this fund are based on a new pricing structure competitive with the industry rate standards. The structure is reviewed annually and includes a market survey of rates.

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.

## 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 with appropriate cost, speed and capability in the most effective locations throughout City Hall and the Annex.

## Performance Measures

<u>Description</u>	<u>Unit</u>	<u>FY2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
<b>Output Measure</b>					
Copies made - black and white	Number	n/a	1,500,000	1,500,000	1,500,000
Copies made - color	Number	n/a	9,000	15,000	15,000
Black & white jobs completed	Number	n/a	760	775	800
Color jobs completed	Number	n/a	217	225	235
<b>Effectiveness Measure</b>					
Black & white jobs completed on time	Percent	n/a	100	98	100
Color jobs completed on time	Percent	n/a	100	98	100

## DUPLICATING SERVICE

### Cost Center Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	38,090	34,546	38,146	0	38,146
Non Personal Expenditures	111,815	127,025	108,056	0	108,056
Transfer Expenditures	2,094	0	0	0	0
Totals	\$151,999	\$161,571	\$146,202	\$0	\$146,202

### Personnel Summary

Actual Positions	1.00	1.12	0.00	1.12
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### Revenue Summary

	Total
INTRAGOVERNMENTAL SERVICES	160,000
	\$160,000

# CENTRAL STORES

## Mission Statement

To create vendor relations and monitor departmental requirements to provide timely deliveries of in-stock items for City use in order to assist departments in their daily operations.

## Description of Operations

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. Materials are available with a minimum of delay by effecting lower product costs and realizing cost savings that result from purchasing larger quantities per order. The division has improved efficiency with upgraded inventory control technology which includes inventory coding, pricing analysis and catalog production capability which will improve buying techniques and enhance 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	FY 2001	FY 2002	FY 2003
<b>Output Measure</b>					
Orders processed	Number	n/a	n/a	10,392	10,500
Parts orders	Number	n/a	n/a	5,020	5,020
Orders for other items	Number	n/a	n/a	5,372	5,480
<b>Effectiveness Measure</b>					
Non stocked item order requests	Number	n/a	n/a	4,272	3,000
Stock turnover rate	Percent	n/a	n/a	75	200
Delivery time turnaround ~ days	Number	n/a	n/a	2	2

## CENTRAL STORES

### Cost Center Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	187,224	190,395	204,287	0	204,287
Non Personal Expenditures	936,475	1,032,758	1,009,381	0	1,009,381
Capital Expenditures	15,120	0	1,250	0	1,250
Totals	\$1,138,819	\$1,223,153	\$1,214,918	\$0	\$1,214,918

### Personnel Summary

Actual Positions		4.25	4.25	0.00	4.25
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### Revenue Summary

	Total
INTEREST	12,000
OTHER MISCELLANEOUS REVENUES	3,000
INTRAGOVERNMENTAL SERVICES	1,200,000
	<u>\$1,215,000</u>