

CITY OF SARASOTA, FLORIDA
CENTRAL STORES AND DUPLICATING FUND

	Actual 2001-02	Budget 2002-03	Amended Budget 2002-03	Estimated 2002-03	Budget 2003-04
Available Fund Balance	\$ 501,412	\$ 485,103	\$ 519,788	\$ 519,788	\$ 543,775
<u>Revenues</u>					
Supplies and materials	1,192,054	1,200,000	1,200,000	1,200,000	1,424,000
Duplicating services	174,055	160,000	164,610	164,610	176,100
Investment income	11,729	12,000	12,000	6,000	6,000
Miscellaneous revenue	568	3,000	3,000	3,000	14,800
Total	1,378,406	1,375,000	1,379,610	1,373,610	1,620,900
Estimated Funds Available	1,879,818	1,860,103	1,899,398	1,893,398	2,164,675
<u>Expenditures</u>					
Personnel	216,841	242,433	242,433	236,192	235,607
Operating	145,707	145,437	150,563	141,231	159,578
Merchandise for resale	995,371	972,000	972,000	972,000	1,214,000
Capital	2,111	1,250	1,250	200	1,600
Total	1,360,030	1,361,120	1,366,246	1,349,623	1,610,785
Projected Ending Balance	<u>\$ 519,788</u>	<u>\$ 498,983</u>	<u>\$ 533,152</u>	<u>\$ 543,775</u>	<u>\$ 553,890</u>

CENTRAL STORES

Mission Statement

Through the centralization and consolidation of labor and administrative costs, the Central Stores operation strives to anticipate the needs of user departments. As needed, supplies are provided at discounted prices to the departmental users so that operational activities remain uninterrupted by having parts and supplies readily available.

Description of Operations

Central Stores, a division of the Department of General Services and 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. Effective October 1, 2003, the Utility Stockroom will be consolidated with the Central Stores operation. The consolidation will result in the reduction of two FTE's. The consolidated operation will be located within the present Central Stores warehouse resulting in additional space for the water/wastewater utility operation.

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 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 recycled content and establish a tracking system.

Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
Output Measure					
Orders processed	Number	n/a	10,892	10,500	11,500
Parts orders	Number	n/a	5,020	5,020	5,300
Orders for other items	Number	n/a	5,372	5,480	6,200
Utility Orders	Number	n/a	5,595	5,234	5,234
Effectiveness Measure					
Non stocked item order requests	Number	n/a	4,272	3,000	2,800
Stock turnover rate	Percent	n/a	75	100	200
Delivery time turnaround ~ days	Number	n/a	2	2	2

CENTRAL STORES

Cost Center Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	180,397	204,287	195,542	0	195,542
Non Personal Expenditures	1,029,593	1,009,381	1,259,778	0	1,259,778
Capital Expenditures	834	1,250	1,600	0	1,600
Totals	\$1,210,824	\$1,214,918	\$1,456,920	\$0	\$1,456,920

Personnel Summary

Actual Positions	4.25	3.50	0.00	3.50
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Revenue Summary

	Total
INTEREST	6,000
OTHER MISCELLANEOUS REVENUES	14,800
INTRAGOVERNMENTAL SERVICES	1,424,000
	<u>\$1,444,800</u>

DUPLICATING SERVICE

Mission Statement

To provide all City Departments with fast, reliable, convenient duplicating service including black/white and color copies and 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 digital copier department providing 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.

It is anticipated that Duplicating Services will print 2 million copies in FY 2004. 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 will include two Xerox digital copiers which are capable of making 120 impressions per minute (black and white), full color/color accent copies, binding up to 125 pages and stapling up to 70 pages. The 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 bring new departments under the duplicating umbrella, such as Housing and Community Development, SBNEP and the Newtown office.

To analyze printing needs of City departments and direct appropriate printing jobs to a centralized duplicating facility to take advantage of the cost efficiency of high speed digital 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/Annex and the new City Federal Building.

To continue increasing services available to the City departments from the Duplicating Department including neighborhoods.

To develop and distribute a customer satisfaction survey to user departments.

DUPLICATING SERVICE

Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
Output Measure					
Copies made - black and white	Number	1,500,000	1,500,000	2,000,000	2,500,000
Copies made - color	Number	n/a	60,000	72,000	75,000
Black & white jobs completed	Number	760	1,000	1,200	1,300
Color jobs completed	Number	217	240	350	400
Effectiveness Measure					
Black & white jobs completed on time	Percent	n/a	100	100	100
Color jobs completed on time	Percent	n/a	100	100	100

Cost Center Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	36,445	38,146	40,065	0	40,065
Non Personal Expenditures	110,527	108,056	113,800	0	113,800
Capital Expenditures	1,277	0	0	0	0
Transfer Expenditures	958	0	0	0	0
Totals	\$149,207	\$146,202	\$153,865	\$0	\$153,865

Personnel Summary

Actual Positions	1.12	1.12	0.00	1.12
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Revenue Summary

	Total
INTRAGOVERNMENTAL SERVICES	176,100
	\$176,100