

CITY OF SARASOTA, FLORIDA
CENTRAL STORES AND DUPLICATING FUND

	Actual 2002-03	Budget 2003-04	Amended Budget 2003-04	Estimated 2003-04	Budget 2004-05
Available Fund Balance	\$ 519,788	\$ 543,775	\$ 496,344	\$ 496,344	\$ 324,599
<u>Revenues</u>					
Supplies and materials	1,167,249	1,424,000	1,424,000	1,300,000	1,500,000
Duplicating services	155,158	176,100	176,100	176,000	173,000
Investment income	6,965	6,000	6,000	6,000	6,000
Miscellaneous revenue	133	14,800	14,800	5,000	5,000
Total	1,329,505	1,620,900	1,620,900	1,487,000	1,684,000
Estimated Funds Available	1,849,293	2,164,675	2,117,244	1,983,344	2,008,599
<u>Expenditures</u>					
Personnel	234,388	235,607	235,607	235,801	248,151
Operating	139,522	159,578	159,578	167,144	167,297
Merchandise for resale	979,502	1,214,000	1,214,245	1,214,000	1,214,000
Capital	-	1,600	4,600	41,800	22,000
Total	1,353,412	1,610,785	1,614,030	1,658,745	1,651,448
Projected Ending Balance	495,881	<u>\$ 553,890</u>	<u>\$ 503,214</u>	<u>\$ 324,599</u>	<u>\$ 357,151</u>
Fund Balance Adjustment	463				
	<u>\$ 496,344</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. Equipment and supplies are provided at discounted prices to the department 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 and supplies 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 has been consolidated with the Central Stores operation. The consolidation resulted in the reduction of two FTE's. The consolidated operation is located within the present Central Stores warehouse resulting in additional space for the water/wastewater utility operation.

Strategic Concern - Operational Focus

Strategy

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.

Task

Establish Central Stores as a City resource for providing environmentally preferable products for utilization by City Departments. Provide information City-wide on the availability of recycled product substitution.

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.

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

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

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

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

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Parts orders	Number	5,020	5,100	5,200	5,500
Orders for other items	Number	5,800	5,800	5,800	6,000
Effectiveness Measure					
Non stocked item order requests	Number	4,272	3,000	2,500	2,500
Stock turnover rate	Percent	75	80	100	200
Delivery time turnaround ~ days	Number	2	2	2	2

Cost Center Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	195,917	195,542	207,038	0	207,038
Non Personal Expenditures	1,016,068	1,259,778	1,264,478	0	1,264,478
Capital Expenditures	0	1,600	22,000	0	22,000
Transfer Expenditures	463	0	319	0	319
Totals	\$1,212,448	\$1,456,920	\$1,493,835	\$0	\$1,493,835

CENTRAL STORES

Personnel Summary

Actual Positions	3.50	3.50	0.00	3.50
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
INTEREST	6,965	6,000	6,000	0	6,000
OTHER MISCELLANEOUS REVENUES	95	14,800	5,000	0	5,000
INTRAGOVERNMENTAL SERVICES	1,167,249	1,424,000	1,500,000	0	1,500,000
	\$1,174,309	\$1,444,800	\$1,511,000	\$0	\$1,511,000

DUPLICATING SERVICE

Mission Statement

To provide all City Departments with an in-house duplicating service that is reliable and convenient providing quality work on time. Duplicating services include black, white and color copies and consolidates 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. The Department provides for 16 satellite copiers for various departments throughout the City. A new copier has been added at the Newtown Office, this fiscal year. This service includes copier lease administration for all participating departments, which provides for the ordering and delivery of copy machines, management of invoices and reporting meter readings to vendors as needed. Additionally, consultation services concerning copier leases, prices and providing liaison services between vendor representatives and departments is provided to any City department, in an effort to provide the City with the best possible value in copy machines.

The Duplicating department is a self sufficient department not relying on the General Fund for its operating costs. It is anticipated that Duplicating Services will print 2,100,000 black & white copies in FY05. Charge backs to departments are based on a pricing structure which is designed to result in less total cost to the departments than outsourcing work, and provides convenience. The retail copy shops current pricing is reviewed annually with adjustments made in the Duplicating department if necessary.

Features this year include a new Canon IR105 black & white copier/printer with capability of 105 pages per minute, and is able to staple up to 100 pages with three hole punching while operating. It is joined to the computer network and we are able now to offer our customers the option of sending their jobs through email as attached files, or bringing them to the department on disc. The department also has the capability to scan and digitally store a black & white document for purposes of printing additional copies at a future time. The department will have a new color copier by the beginning of FY05, which will also give the same digital options for color documents.

The paper used by the duplicating department has 30% recycled content.

Strategic Concern - Operational Focus

Strategy

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

Task

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

To encourage additional use of our in-house duplicating services as an alternative to out-sourcing by continuing to offer quality work, lower prices and excellent customer service.

To assist departments in choosing wisely when leasing a new copy machine by helping the department consider all factors involved and obtaining the best available equipment for their needs.

To increase the use of digital files with duplicating jobs and to assist customers in becoming familiar with using digital files.

To develop and distribute a customer satisfaction survey to user departments on an annual basis.

To continue to expand the variety of auxiliary and digital services offered to our customers.

To become more familiar with the different aspects of the Adobe software package to offer customers more services related to digital files.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Copies made - black and white	Number	1,500,000	1,500,000	2,000,000	2,100,000
Copies made - color	Number	60,000	75,000	85,000	85,200
Black & white jobs completed	Number	1,000	1,000	850	1,000
Color jobs completed	Number	217	240	425	500

DUPLICATING SERVICE

Cost Center Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	38,471	40,065	41,113	0	41,113
Non Personal Expenditures	102,442	113,800	116,500	0	116,500
Capital Expenditures	0	0	0	0	0
Debt Service	52	0	0	0	0
Totals	\$140,965	\$153,865	\$157,613	\$0	\$157,613

Personnel Summary

Actual Positions		1.12	1.12	0.00	1.12
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
OTHER MISCELLANEOUS REVENUES	38	0	0	0	0
INTRAGOVERNMENTAL SERVICES	155,158	176,100	173,000	0	173,000
	\$155,196	\$176,100	\$173,000	\$0	\$173,000