

CITY OF SARASOTA, FLORIDA
CENTRAL STORES AND DUPLICATING FUND

	Actual 2003-04	Budget 2004-05	Amended Budget 2004-05	Estimated 2004-05	Budget 2005-06
Available Fund Balance	\$ 496,344	\$ 324,599	\$ 380,757	\$ 380,757	\$ 388,340
<u>Revenues</u>					
Supplies and materials	1,619,749	1,500,000	1,500,000	1,610,000	1,490,000
Duplicating services	160,103	173,000	173,000	165,000	168,000
Investment income	7,315	6,000	6,000	4,463	6,000
Miscellaneous revenue	7,499	5,000	5,000	5,280	5,000
Total	1,794,666	1,684,000	1,684,000	1,784,743	1,669,000
Estimated Funds Available	2,291,010	2,008,599	2,064,757	2,165,500	2,057,340
<u>Expenditures</u>					
Personnel	240,723	248,151	248,151	251,324	267,261
Operating	138,035	167,297	169,091	189,836	168,180
Merchandise for resale	1,328,240	1,214,000	1,219,648	1,314,000	1,313,000
Capital	3,255	22,000	47,000	22,000	2,000
Interfund transfer	200,000	-	-	-	-
Total	1,910,253	1,651,448	1,683,890	1,777,160	1,750,441
Projected Ending Balance	<u>\$ 380,757</u>	<u>\$ 357,151</u>	<u>\$ 380,867</u>	<u>\$ 388,340</u>	<u>\$ 306,899</u>

CENTRAL STORES

Mission Statement

Through the centralization and consolidation of labor and administrative costs, the Central Stores operation strives to anticipate the procurement 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	FY 2003	FY 2004	FY 2005	FY 2006
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	85	150
Delivery time turnaround ~ days	Number	2	2	2	2

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	200,362	207,038	221,461	0	221,461
Non Personal Expenditures	1,367,044	1,264,478	1,365,776	0	1,365,776
Capital Expenditures	0	22,000	2,000	0	2,000
Transfer Expenditures	200,000	319	324	0	324
Totals	\$1,767,406	\$1,493,835	\$1,589,561	\$0	\$1,589,561

CENTRAL STORES

Personnel Summary

Actual Positions	3.50	3.50	0.00	3.50
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTEREST	7,315	6,000	6,000	0	6,000
OTHER MISCELLANEOUS REVENUES	7,495	5,000	5,000	0	5,000
INTRAGOVERNMENTAL SERVICES	1,619,749	1,500,000	1,490,000	0	1,490,000
	\$1,634,559	\$1,511,000	\$1,501,000	\$0	\$1,501,000

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 15 satellite copiers for various departments throughout the City. Duplicating is now fully prepared to produce copies from digital files as well as paper originals. In addition to paper copier/prints, we are able to provide color or black & white transparencies, comb binding, saddle stitching, high speed folding and envelope printing. Another service includes copier lease administration for all participating departments, providing 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 2,000,000 black & white copies and 95,000 color copies in the Duplicating Department for FY06. 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.

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 has a new Canon 3220 color copier which produces color copies at 32 pages per minute. We can now scan in color or black and white page sizes up to 11" x 17".

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 and excellent customer service.

To assist departments in choosing wisely when leasing a new copy machine by determining the needs of the department.

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	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Copies made - black and white	Number	1,500,000	1,835,494	1,700,000	1,750,000
Copies made - color	Number	64,138	86,536	92,400	95,000
Copies on Satellite Copiers	Number	1,421,789	1,585,912	1,453,476	1,450,000

DUPLICATING SERVICE

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	40,362	41,113	45,800	0	45,800
Non Personal Expenditures	99,230	116,500	115,080	0	115,080
Capital Expenditures	3,255	0	0	0	0
Debt Service	0	0	0	0	0
Totals	\$142,847	\$157,613	\$160,880	\$0	\$160,880

Personnel Summary

Actual Positions		1.12	1.12	0.00	1.12
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
OTHER MISCELLANEOUS REVENUES	5	0	0	0	0
INTRAGOVERNMENTAL SERVICES	160,103	173,000	168,000	0	168,000
	\$160,108	\$173,000	\$168,000	\$0	\$168,000