

CITY OF SARASOTA, FLORIDA
CENTRAL STORES AND DUPLICATING FUND

	Actual 2004-05	Budget 2005-06	Amended Budget 2005-06	Estimated 2005-06	Budget 2006-07
Available Fund Balance	\$ 380,756	\$ 388,340	\$ 420,052	\$ 420,052	\$ 324,109
<u>Revenues</u>					
Supplies and materials	1,716,128	1,490,000	1,490,000	1,500,000	1,600,000
Duplicating services	130,498	168,000	168,000	150,000	168,000
Investment income	2,464	6,000	6,000	7,000	7,000
Miscellaneous revenue	15,317	5,000	5,000	5,000	5,000
Total	1,864,407	1,669,000	1,669,000	1,662,000	1,780,000
Estimated Funds Available	2,245,163	2,057,340	2,089,052	2,082,052	2,104,109
<u>Expenditures</u>					
Personnel	246,485	267,261	267,261	262,604	239,288
Operating	165,762	168,180	168,180	165,839	166,341
Merchandise for resale	1,368,767	1,313,000	1,324,918	1,325,000	1,413,000
Capital	44,097	2,000	4,925	4,500	27,500
Total	1,825,111	1,750,441	1,765,284	1,757,943	1,846,129
Projected Ending Balance	<u>\$ 420,052</u>	<u>\$ 306,899</u>	<u>\$ 323,768</u>	<u>\$ 324,109</u>	<u>\$ 257,980</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 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. The Utility Stockroom was consolidated with the Central Stores operation in 2003. The consolidated operation is located within the present Central Stores warehouse resulting in additional space for the water/wastewater utility operation.

STRATEGIC PLAN

Strategic Goal - An Attractive, Environmentally-Friendly Community that is Safe and Livable and Provides an Array of Cultural and Aesthetic Enjoyments

Strategy - Minimize City impact on natural environment.

Objective - Reduce fossil fuel consumption by investing in alternative technology for City-owned vehicles.

Task	Current Funding	Fiscal Year Completed	Funds Required
Partner regionally with State and local agencies in a task force whose function is to promote sustainability through alternative fuels. Status - Department staff is currently meeting with County Sustainability staff for regional link and information sharing.	Yes	2007	\$0

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 City 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 2004	FY 2005	FY 2006	FY 2007
Output Measure					
Parts orders	Number	5,100	5,026	5,100	5,200
Orders for other items	Number	5,800	5,888	6,000	6,300

CENTRAL STORES

Effectiveness Measure

Non stocked item order requests	Number	3,000	3,200	3,120	2,500
Stock turnover rate	Percent	80	80	75	75
Delivery time turnaround in days	Number	2	2	2	2

Cost Center Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	203,486	221,461	187,311	0	187,311
Non Personal Expenditures	1,438,948	1,365,776	1,469,381	0	1,469,381
Capital Expenditures	43,332	2,000	27,500	0	27,500
Transfer Expenditures	319	324	320	0	320
Totals	\$1,686,085	\$1,589,561	\$1,684,512	\$0	\$1,684,512

Personnel Summary

Actual Positions	3.50	2.75	0.00	2.75
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Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTEREST	2,464	6,000	7,000	0	7,000
OTHER MISCELLANEOUS REVENUES	15,317	5,000	5,000	0	5,000
INTRAGOVERNMENTAL SERVICES	1,716,128	1,490,000	1,600,000	0	1,600,000
	\$1,733,909	\$1,501,000	\$1,612,000	\$0	\$1,612,000

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 17 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, the Department is able to provide color or black and 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 all City departments 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 1,800,000 black and white copies and 112,000 color copies in FY 2006/2007. 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 Canon IR105 black and 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 linked to the computer network and is capable of offering our customers the option of sending their jobs through e-mail as attached files or bringing them to the department on disc. The department also has the capability to scan and digitally store a black and 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 and can 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.

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 in-house duplicating services as an alternative to out-sourcing by continuing to offer quality work and excellent customer service.

To assist City 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 2004	FY 2005	FY 2006	FY 2007
Output Measure					
Copies made - black and white	Number	1,777,000	1,804,000	1,608,000	1,800,000
Copies made - color	Number	66,000	84,000	98,000	112,000
Copies on satellite copiers	Number	1,585,912	1,540,000	1,500,000	1,550,000

DUPLICATING SERVICE

Cost Center Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	42,999	45,800	51,977	0	51,977
Non Personal Expenditures	95,262	115,080	109,640	0	109,640
Capital Expenditures	765	0	0	0	0
Totals	\$139,026	\$160,880	\$161,617	\$0	\$161,617

Personnel Summary

Actual Positions	1.12	1.12	0.00	1.12
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Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	130,498	168,000	168,000	0	168,000
	\$130,498	\$168,000	\$168,000	\$0	\$168,000