

**CITY OF SARASOTA, FLORIDA  
CENTRAL STORES AND DUPLICATING FUND**

	Actual 2005-06	Budget 2006-07	Amended Budget 2006-07	Estimated 2006-07	Budget 2007-08
Available Fund Balance	\$ 420,052	\$ 324,109	\$ 317,249	\$ 317,249	\$ 270,728
<u>Revenues</u>					
Supplies and materials	1,829,990	1,600,000	1,600,000	1,850,000	2,023,000
Duplicating services	130,068	168,000	168,000	150,000	185,000
Investment income	7,593	7,000	7,000	6,000	6,000
Miscellaneous revenue	5,151	5,000	5,000	8,500	5,000
Total	1,972,802	1,780,000	1,780,000	2,014,500	2,219,000
Estimated Funds Available	2,392,854	2,104,109	2,097,249	2,331,749	2,489,728
<u>Expenditures</u>					
Personnel	266,246	239,288	239,288	251,540	256,038
Operating	134,477	166,341	174,511	173,981	321,162
Merchandise for resale	1,674,882	1,413,000	1,413,000	1,613,000	1,713,000
Capital	-	27,500	22,592	22,500	-
Total	2,075,605	1,846,129	1,849,391	2,061,021	2,290,200
Projected Ending Balance	\$ 317,249	\$ 257,980	\$ 247,858	\$ 270,728	\$ 199,528

# 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	2008	\$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 2005	FY 2006	FY 2007	FY 2008
<b>Output Measure</b>					
Parts orders	Number	5,026	5,050	5,050	5,075
Orders for other items	Number	5,888	5,892	5,895	5,900

## CENTRAL STORES

### Effectiveness Measure

Non stocked item order requests	Number	3,200	3,226	3,250	3,275
Stock turnover rate	Percent	80	82	85	85
Delivery time turnaround in days	Number	2	2	2	2

### Cost Center Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	221,440	187,311	202,291	0	202,291
Non Personal Expenditures	1,698,039	1,469,381	1,781,519	0	1,781,519
Capital Expenditures	0	27,500	2,500	-2,500	0
Transfer Expenditures	324	320	121,401	0	121,401
Totals	1,919,803	1,684,512	2,107,711	-2,500	2,105,211

### Personnel Summary

Actual Positions	2.75	2.75	0.00	2.75
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### Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
INTEREST	7,593	7,000	6,000	0	6,000
OTHER MISCELLANEOUS REVENUES	5,151	5,000	5,000	0	5,000
INTRAGOVERNMENTAL SERVICES	1,829,990	1,600,000	2,023,000	0	2,023,000
	1,842,734	1,612,000	2,034,000	0	2,034,000

# CENTRAL STORES

## Budget Reduction

Computer replacements will be postponed until a future year.

### Cost of Issue

Personal	0
Operating	0
Capital	-2,500
Transfers	0
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Total	-\$2,500
Net Cost of Issue	-\$2,500

# 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 and is located in City Hall. The Department provides for 17 satellite copiers for various departments throughout the City. Duplicating is 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 that does not rely on the General Fund for its operating costs. It is anticipated that Duplicating Services will print 1,700,000 black and white copies and 160,000 color copies in FY 2007/2008. 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 Copy Center utilizes a Canon IR105 black and white copier/printer with the 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 placing them to the department on a shared drive on the server or bringing them to the department on disc. The department also has the capability to scan and digitally store a black and white and color documents for purposes of printing additional copies at a future time. The department has a 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.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
<b>Output Measure</b>					
Copies made - black and white	Number	1,804,000	1,391,000	1,470,000	1,700,000
Copies made - color	Number	84,000	108,800	130,500	160,000
Copies on satellite copiers	Number	1,540,000	1,446,000	1,400,000	1,500,000

## DUPLICATING SERVICE

### Cost Center Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	44,804	51,977	53,747	0	53,747
Non Personal Expenditures	110,996	109,640	119,267	0	119,267
Capital Expenditures	0	0	0	0	0
Transfer Expenditures	0	0	11,975	0	11,975
Totals	155,800	161,617	184,989	0	184,989

### Personnel Summary

Actual Positions	1.12	1.12	0.00	1.12
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### Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
INTRAGOVERNMENTAL SERVICES	130,068	168,000	185,000	0	185,000
	130,068	168,000	185,000	0	185,000