

EXPRESS BUSINESS CENTER

DEPARTMENT MISSION

To provide quality and timely service to departments for mail services, reproduction services, office supplies, and disposition of abandoned, confiscated and surplus property, in compliance with Federal and State laws and professional standards.

PROGRAM DESCRIPTION

Sales and Auctions

Responsible for the disposal or transfer of abandoned, confiscated, and City surplus property by public auction, sealed bid or transfer to other departments. Surplus property includes vehicles, office equipment, scrap metal, used oil, and used tires.

Express Business Center

The Mailroom serves as the central mail distribution facility for City offices providing pickup and delivery of U.S. mail, interoffice mail, insertion of water bills and advertisements into envelopes, and the metering of postage on all outgoing mail. The Express Business Center provides both high and low volume reproduction of documents, including color reproduction, for City departments. The Express Business Center provides for the outsourcing of printing jobs to various local vendors and processes approximately 5,000 requests annually. Acts as a liaison between City departments and Office Depot, coordinating the billings, paying the monthly invoices, and assisting in the resolution of any dispute between the entities.

OBJECTIVES FOR FY 2002-2003

- Refine and improve the summary billing processes for City copiers and Office Depot supply purchases
- Convert the copiers in the Express Business Center from analog to digital copiers that will allow transmission of copy jobs requests via the Internet or LAN to the copy center while improving the quality of the finished jobs
- Enhance services and maximize revenues for the City by conducting timely auctions of impounded vehicles, confiscated goods, and surplus property
- Increase services available in the Express Business Center to create a fully functional business center for internal and external customers

MAJOR BUDGET ITEMS

- Delete 0.5 regular FTE and \$20,855 for Accounts Payable consolidation
- Save \$32,700 through various operational efficiencies including reduction of cell phones, copiers and memberships

EXPRESS BUSINESS CENTER

	FY 2000-01 Actual	FY 2001-02 Budget	FY 2001-02 Estimate	FY 2002-03 Adopted
BEGINNING FUND BALANCE	1,104,218	667,452	667,452	399,099
REVENUES				
Postage Sales	2,459,334	2,471,340	2,371,857	2,236,138
All Other Revenues	1,416,066	1,262,793	1,342,334	1,688,995
TOTAL REVENUES	3,875,400	3,734,133	3,714,191	3,925,133
EXPENDITURES (By Program)				
Sales and Auction	750,200	692,861	724,891	659,644
Express Business Center	3,561,966	3,339,917	3,257,653	3,335,146
TOTAL EXPENDITURES	4,312,166	4,032,778	3,982,544	3,994,790
ENDING FUND BALANCE	667,452	368,807	399,099	329,442

EXPENDITURES (By Category)

Salaries and Benefits	581,788	649,898	741,308	562,853
Supplies and Materials	2,458,862	2,295,873	2,056,170	2,296,866
Other Services and Charges	1,271,516	1,087,007	1,185,066	1,135,071
Capital Outlays	0	0	0	0
Reimbursements	0	0	0	0
TOTAL	4,312,166	4,032,778	3,982,544	3,994,790

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	FY 2000-01 Actual	FY 2001-02 Budget	FY 2001-02 Estimate	FY 2002-03 Adopted
FTEs (By Type)				
Regular	12.7	14.9	17.3	14.4
Overtime	0.1	0.1	0.1	0.1
Temporary Help	2.6	0.0	0.1	0.0
Day Labor	0.0	0.0	0.0	0.0
TOTAL	15.4	15.0	17.5	14.5
FTEs (By Program)				
Sales and Auction	1.6	1.8	0.7	1.5
Express Business Center	13.7	13.2	16.8	13.0
TOTAL	15.4	15.0	17.5	14.5

OPERATING FUND	3,994,790
ADDITIONAL OPERATING RESOURCES	
NONE	0
TOTAL	0
TOTAL OPERATING RESOURCES	3,994,790

