

# **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. The City Store pilot program, utilizing the storefront retail environment concept as another method of disposal of surplus property, will continue in FY 2004-05.

### **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 2004-2005**

- Convert and network the copier fleet in City Hall, Oak Cliff Municipal Center and Police Headquarters from analog to digital copiers to reduce the copier fleet and allow transmission of copy jobs via the Internet or LAN to Express Business 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, Oak Cliff Municipal Center location to create a fully functional business center for the internal and external customers

## **MAJOR BUDGET ITEMS**

- Add \$8,611 for increased cost of employee health benefits
- Transfer \$233,545 to General Fund from projected FY 2004-05 ending Fund Balance.

## EXPRESS BUSINESS CENTER

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
<b>BEGINNING FUND BALANCE</b>	326,777	609,180	609,180	745,651
<b>REVENUES</b>				
Postage Sales	2,525,010	2,585,169	2,585,169	2,585,169
All Other Revenues	1,598,094	1,725,467	1,675,467	1,689,912
<b>TOTAL REVENUES</b>	4,123,104	4,310,636	4,260,636	4,275,081
<b>EXPENDITURES (By Program)</b>				
Sales and Auction	674,952	698,842	665,296	695,504
Express Business Center	3,165,749	3,429,106	3,458,869	3,404,363
<b>TOTAL EXPENDITURES</b>	3,840,701	4,127,948	4,124,165	4,099,867
<b>ENDING FUND BALANCE</b>	609,180	791,868	745,651	920,865

### EXPENDITURES (By Category)

Salaries and Benefits	677,746	613,924	626,197	580,490
Supplies and Materials	2,047,703	2,295,446	2,185,039	2,296,185
Other Services and Charges	1,182,992	1,218,578	1,316,137	1,223,192
Capital Outlays	0	0	0	0
Reimbursements	(67,740)	0	(3,208)	0
<b>TOTAL</b>	3,840,701	4,127,948	4,124,165	4,099,867

## EXPRESS BUSINESS CENTER

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
<b>FTEs (By Type)</b>				
Regular	14.4	14.4	14.4	14.4
Overtime	0.0	0.1	0.1	0.0
Temporary Help	0.0	0.0	0.0	0.0
Day Labor	0.0	0.0	0.0	0.0
<b>TOTAL</b>	14.4	14.5	14.5	14.4
<b>FTEs (By Program)</b>				
Sales and Auction	1.5	1.5	1.5	1.4
Express Business Center	13.0	13.0	13.0	13.0
<b>TOTAL</b>	14.5	14.5	14.5	14.4

<b>OPERATING FUND</b>	<b>4,099,867</b>
<b>ADDITIONAL OPERATING RESOURCES</b>	
NONE	0
<b>TOTAL</b>	<b>0</b>
<b>TOTAL OPERATING RESOURCES</b>	<b>4,099,867</b>

