



# CITY OF SACRAMENTO

## DEPARTMENT OF FINANCE

BUDGET DIVISION

August 30, 1985  
FA:85404:KTK:KMF

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** Amendment of 1985-86 General Services Budget for Duplicator Costs at 13th and I Building

### SUMMARY

The attached report discusses the staff recommendations to augment the Central Services Activity by transferring \$26,760 from the General Fund Contingency for unbudgeted duplicator costs at the 13th and I building.

### RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the transfer of \$26,760 from the General Fund Contingency (1-01-7012-0000-4599) to the Central Services Activity (\$12,443, 1-01-1925-0000-4241; \$14,317, 1-01-1925-0000-4411) and \$1,560 from the Parking Fund Contingency (4-12-7012-0000-4599) to the Parking Division budget (4-12-3123-0000-4213) for duplicator costs at the 13th and I building.

Respectfully submitted,

KEITH T. KRAMER  
Management Analyst

RECOMMENDATION APPROVED:

SOLON WISHAM, JR.,  
Assistant City Manager

All Districts  
September 10, 1985



# CITY OF SACRAMENTO

## DEPARTMENT OF FINANCE

August 30, 1985  
FA:85404:KTK:KMF

### BUDGET DIVISION

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** Amendment of 1985-86 General Services Budget for Duplicator Costs at 13th and I Building

#### SUMMARY

The attached report discusses the staff recommendations to augment the Central Services activity by transferring \$26,760 from the General Fund Contingency for unbudgeted duplicator costs at the 13th and I building.

#### BACKGROUND

The Department of General Services placed three Xerox 1075 duplicators in the 13th and I building for use by the Fire Department, Parks and Community Services Department, Planning and Community Development Department and the Parking Division of Public Works. These machines were provided to make walk-up service convenient rather than having to bring all reproduction work to City Hall. All printing and reproduction work of a production nature (large jobs, routine scheduled work, etc.) are still to be sent to Central Services.

The Xerox 1075 has an internal accounting system which records the number of copies made by each user department. This information is useful for monitoring copier usage and assigning costs to the appropriate users.

Due to a misunderstanding, the operating and maintenance costs for these machines was not included in either the individual departments' budgets or in General Services' budget. Currently, all expenses related to the operation of these machines (paper, chemicals, maintenance agreements) are being incurred by the Central Services Activity in the Department of General Services.

## FINANCIAL

The anticipated usage (as estimated by each department) and cost (at \$.02 per copy) by department is:

Department	Annual Usage	Cost
Fire	300,000	\$ 6,000
Parking	78,000	1,560
Parks & Community Services	300,000	6,000
Planning & Development	660,000	13,200
Total	1,338,000	\$26,760

Currently, the expenses for operating these machines are charged to the Central Services budget. In order to minimize the number of accounting transactions involved, staff recommends (1) augmenting the Central Services budget by transferring \$26,760 from the General Fund Contingency to the Central Services activity and (2) transferring \$1,560 from the Parking Fund Contingency to the Parking Facilities activity. For the non-enterprise departments all direct copying costs will be paid by Central Services. At both mid-year and at year-end, usage figures will be reviewed. If a department's usage has exceeded its estimated usage, then a transfer of funds from the department to Central Services will be made.

For the Parking enterprise, Central Services will bill Parking for their duplicator costs. Parking will then reimburse the General Fund for this expense.

## RECOMMENDATION

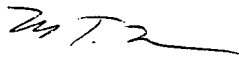
It is recommended that the City Council adopt the attached resolution authorizing the transfer of \$26,760 from the General Fund Contingency (1-01-7012-0000-4599) to the Central Services Activity (\$12,443, 1-01-1925-0000-4241; \$14,317, 1-01-1925-0000-4411) and \$1,560 from the Parking Fund Contingency (4-12-7012-0000-4599) to the Parking Division budget (4-12-3123-0000-4213) for duplicator costs at the 13th and I building.

## ALTERNATIVE

Require either the individual departments or Central Services to absorb the additional costs of the duplicators. It is too early in the

fiscal year to anticipate savings in any of the departments in order to offset the added costs of the duplicators. If savings are not realized, then it would be necessary to postpone purchases related to other programs.

Respectfully submitted,



KEITH T. KRAMER  
Management Analyst

RECOMMENDATION APPROVED:

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WALTER J. SLIPE  
City Manager

All Districts  
September 17, 1985

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

## RESOLUTION AMENDING THE 1985-86 APPROVED BUDGET FOR DUPLICATOR COSTS AT THE 13TH AND I BUIDLING

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The 1985-86 Approved Budget is hereby amended as follows:

Fund	Transfer From	Transfer To	Amount
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General	1-01-7012-0000-4599	1-01-1925-0000-4241	\$12,443
General	1-01-7012-0000-4599	1-01-1925-0000-4411	14,317
Parking	4-12-7012-0000-4599	4-12-3123-0000-4213	1,560

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MAYOR

ATTEST:

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CITY CLERK