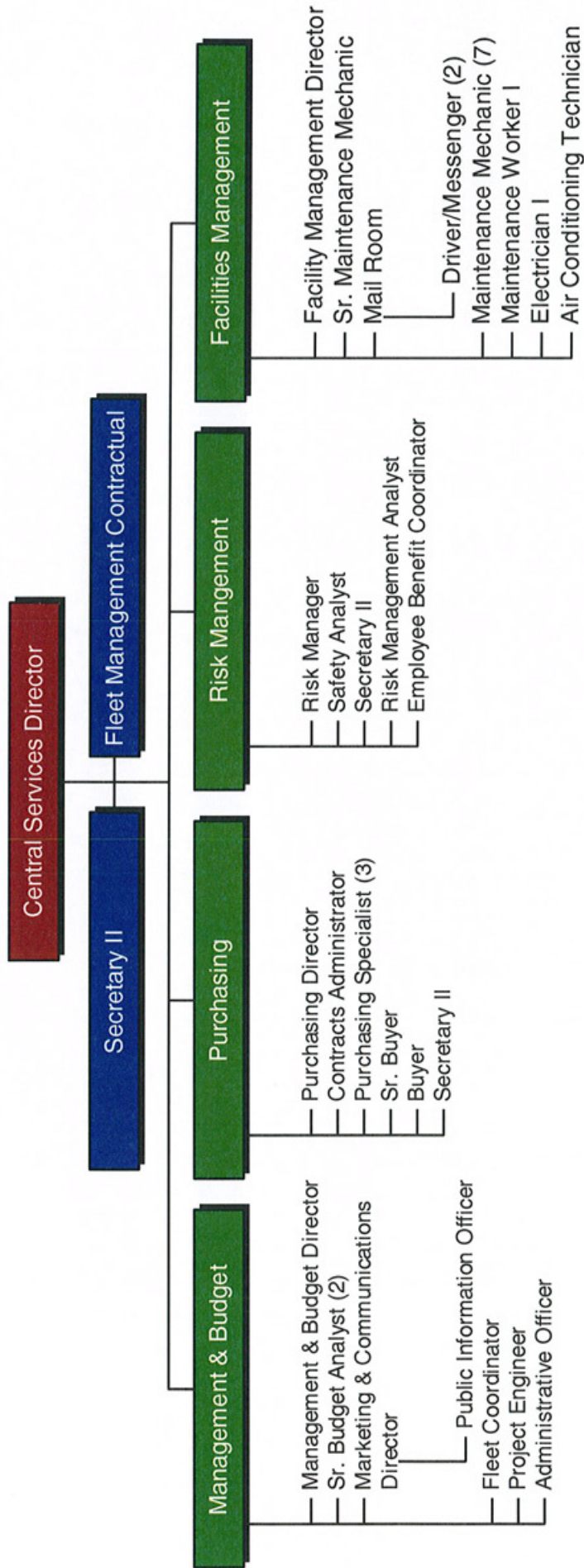


CENTRAL SERVICES DEPARTMENT  
FY09/10



## Central Services Department

### Mission

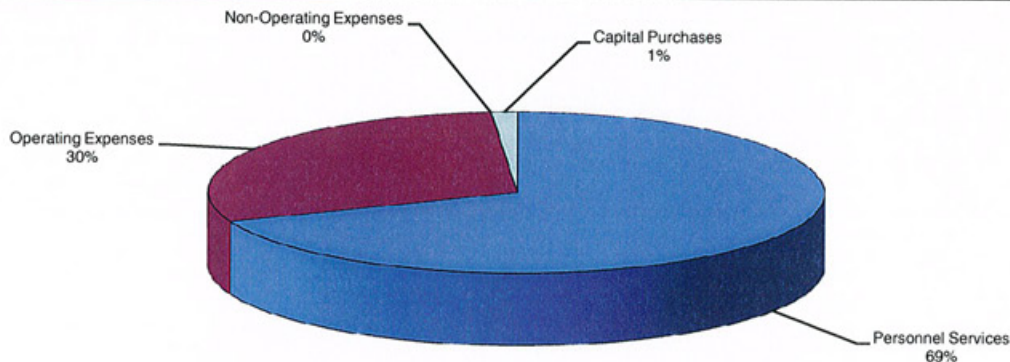
The Central Services Department provides professional and technical support services in key centralized functions to City operating departments, City employees, and the public.

### Description of Programs

As an internal services function, the Central Services Department provides services to the public, but their primary focus is providing support services to other City Departments. The Management & Budget Division is responsible for preparing & administering the City's Annual Budget, and administering the fleet management operation. The Purchasing Division is responsible for the coordination of purchases made by the City and coordination of the auction of surplus City property. The Risk Management Division is responsible for administering the City's efforts related to Workers' Compensation, employee benefits, City liability, property insurance, and employee/public safety. The Facilities Management Division is responsible for maintaining & repairing City facilities and grounds.

### Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$2,248,892	\$2,905,689	\$3,301,563	395,874	13.6%
Operating Expenses	\$985,721	\$1,041,025	\$1,428,924	387,899	37.3%
Non-Operating Expenses	\$0	\$0	\$0	0	N/A
Capital Purchases	\$145,907	\$307,675	\$65,000	(242,675)	-78.9%
<b>TOTALS</b>	<b>\$3,380,520</b>	<b>\$4,254,389</b>	<b>\$4,795,487</b>	<b>\$541,098</b>	<b>12.7%</b>



## Central Services Department

### Position Summary

Position Title	Amended FY 2007/2008	Amended FY 2008/2009	Adopted FY 2009/2010
<b><u>Management &amp; Budget</u></b>			
Central Services Director	1	1	1
Management & Budget Director	1	1	1
Secretary II	1	1	1
Senior Budget Analyst	2	2	2
Project Engineer	0	1	1
Administrative Officer	0	1	1
Marketing & Communications Director <sup>1,3</sup>	0	0	1
Public Information Officer <sup>1</sup>	0	0	1
Fleet Coordinator	0	1	1
Vehicle Services Coordinator	1	0	0
<b>Total Management &amp; Budget</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b><u>Purchasing</u></b>			
Purchasing Director	1	1	1
Assistant Purchasing Director	1	0	0
Contracts Administrator	1	1	1
Purchasing Specialist	4	4	3
Senior Buyer	1	1	1
Buyer	1	1	1
Secretary II	1	1	1
<b>Total Purchasing</b>	<b>10</b>	<b>9</b>	<b>8</b>
<b><u>Risk Management</u></b>			
Risk Manager	1	1	1
Safety Analyst	1	1	1
Secretary II	1	1	1
Risk Management Analyst	1	1	1
Employee Benefit Coordinator	1	1	1
<b>Total Risk Management</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b><u>Facilities Management</u></b>			
Facility Management Director	1	1	1
Senior Maintenance Mechanic	1	1	1
Maintenance Mechanic <sup>2</sup>	5	4	7
Maintenance Worker I	2	1	1
Electrician I	1	1	1
Driver/Messenger	2	2	2
Air Conditioning Technician	1	1	1
<b>Total Facility Management</b>	<b>13</b>	<b>11</b>	<b>14</b>
<b>Total Positions</b>	<b>34</b>	<b>33</b>	<b>37</b>

<sup>1</sup>Marketing function is being transferred from the Leisure Services Department

<sup>2</sup>Three positions are being transferred from the Leisure Services Department

<sup>3</sup>This position is being funded for three months only

## Central Services Department Management & Budget Division

### Mission

The Management & Budget Division provides budgetary, analytical, and support services and information to the City Manager, City Commission, and operating departments in the support of management decisions.

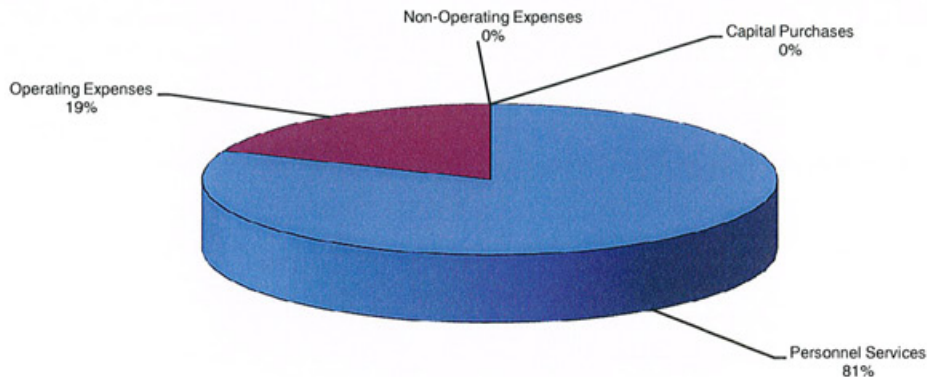
### Description of Programs

The Management & Budget Division prepares, administers, monitors, and amends the annual budget; provides budget information and analysis to the City Manager and City Commission; performs surveys, studies, and special projects; manages the City's fleet maintenance contract; and manages the City's cellular telephone contract.

Performance Measures	FY 08 Target	FY 09 Projected	FY 09 Actual	FY 10 Projected
Percentage of budget transfers processed within 3 days	NA	95%	96%	95%
Percentage of direct payments processed within 2 days	NA	95%	95%	95%
Percentage of travel request processed within 3 days	NA	95%	57%	95%
Percentage of requisitions processed within 4 days	NA	95%	97%	95%

### Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$507,921	\$818,290	\$1,060,202	241,912	29.6%
Operating Expenses	19,452	33,280	245,889	212,609	638.8%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	9,224	0	0	0	N/A
<b>TOTALS</b>	<b>\$536,597</b>	<b>\$851,570</b>	<b>\$1,306,091</b>	<b>\$454,521</b>	<b>53.4%</b>



	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
<b>CENTRAL SERVICES DEPARTMENT</b>			
<b>MANAGEMENT &amp; BUDGET</b>			
<b>PERSONNEL SERVICES</b>			
1801-513.12-01 Salaries	\$395,881	\$587,328	\$756,512
1801-513.14-01 Time and a Half Overtime	6	100	100
1801-513.14-02 Straight-Time Overtime	386	500	500
1801-513.15-04 Auto Allowance	2,413	4,800	2,400
1801-513.21-01 SS and Medicare Matching	27,174	43,982	50,194
1801-513.22-01 Pension-General	31,816	89,246	116,588
1801-513.23-01 Health Insurance	47,979	90,082	131,673
1801-513.24-00 Workers' Compensation	2,266	2,252	2,235
<b>REQUESTED APPROPRIATION</b>	<b>\$507,921</b>	<b>\$818,290</b>	<b>\$1,060,202</b>
<b>OPERATING EXPENSES</b>			
1801-513.31-30 Professional Services	\$0	\$100	\$100
1801-513.34-02 Records Retention	0	900	800
1801-513.34-04 Temporary Services	1,078	900	80,000
1801-513.34-20 Misc. Contractual Services	0	100	100
1801-513.40-01 Travel and Per Diem	0	1,150	1,150
1801-513.40-02 Local Mileage	57	250	250
1801-513.41-01 Telephone	3,879	4,338	5,000
1801-513.41-05 Data Line	0	874	874
1801-513.46-10 Maintenance Auto Equipment	0	0	500
1801-513.46-11 Maint Office Equipment	0	100	100
1801-513.47-01 Printing and Binding	1,800	2,160	2,160
1801-513.47-02 Photocopying Costs	2,135	5,000	8,400
1801-513.48-01 Public Relations	0	0	130,000
1801-513.49-28 Advertising & Sponsorship	0	0	100
1801-513.49-48 Earth day Celebration	0	0	100
1801-513.51-01 Office Supplies	2,779	2,500	3,200
1801-513.52-01 Gas & Oil	0	0	500
1801-513.52-90 Other Supplies & Expenses	6,191	11,353	9,000
1801-513.54-01 Subs & Memberships	939	1,225	1,225
1801-513.54-02 Tuition & Training	594	2,330	2,330
<b>REQUESTED APPROPRIATION</b>	<b>\$19,452</b>	<b>\$33,280</b>	<b>\$245,889</b>
<b>CAPITAL PURCHASES</b>			
1801-513.64-02 Computer Equipment	\$9,224	\$0	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$9,224</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$536,597</b>	<b>\$851,570</b>	<b>\$1,306,091</b>

## Central Services Department Purchasing Division

### Mission

The Purchasing Division provides support to City operating departments by securing quality goods and services in a timely fashion using appropriate competitive procurement methods.

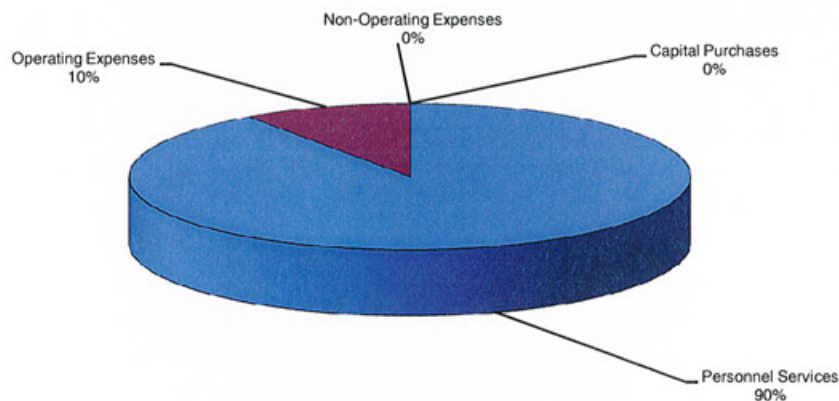
### Description of Programs

The Purchasing Division facilitates the procurement of commodities, products, and services in accordance with Florida Statutes and the City Code using a variety of procurement methods (Bid, RFQ, RFP, Quote); administers the disposition of vehicles, equipment, and other surplus items; and oversees various City contracts.

Performance Measures	FY 08 Target	FY 09 Projected	FY 09 Actual	FY 10 Projected
Percentage of purchase orders under \$2,500 issued in 5 days or less	N/A	100%	92%	100%
Percentage of purchase orders between \$2,500 and \$25,000 issued in 30 days or less	N/A	90%	97%	90%
Percentage of purchase requisitions from \$2,500 to \$25,000 and issue purchase orders timely (30 calendar days)	N/A	100%	100%	100%
Percentage of contracts renewed in a timely manner	N/A	100%	94%	100%

### Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$680,788	\$855,709	\$835,510	(20,199)	-2.4%
Operating Expenses	90,201	77,248	89,988	12,740	16.5%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	11,317	0	0	0	N/A
<b>TOTALS</b>	<b>\$782,306</b>	<b>\$932,957</b>	<b>\$925,498</b>	<b>(\$7,459)</b>	<b>-0.8%</b>



	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
<b>CENTRAL SERVICES DEPARTMENT</b>			
<b>PURCHASING</b>			
<b>PERSONNEL SERVICES</b>			
1802-513.12-01 Salaries	\$491,424	\$578,225	\$567,105
1802-513.14-01 Time and a Half Overtime	882	1,000	1,000
1802-513.14-02 Straight-Time Overtime	436	400	400
1802-513.15-04 Auto Allowance	2,588	2,400	2,400
1802-513.21-01 SS and Medicare Matching	37,956	44,494	42,846
1802-513.22-01 Pension-General	89,155	139,973	132,278
1802-513.23-01 Health Insurance	55,364	86,507	87,248
1802-513.24-00 Workers' Compensation	2,983	2,710	2,233
<b>REQUESTED APPROPRIATION</b>	<b>\$680,788</b>	<b>\$855,709</b>	<b>\$835,510</b>
<b>OPERATING EXPENSES</b>			
1802-513.31-30 Professional Services	\$0	\$100	\$100
1802-513.34-02 Records Retention	512	400	400
1802-513.34-04 Temporary Services	0	100	100
1802-513.40-01 Travel and Per Diem	2,245	1,362	1,362
1802-513.40-02 Local Mileage	455	1,347	1,200
1802-513.41-01 Telephone	7,416	10,975	10,975
1802-513.41-05 Data Line	0	1,305	1,305
1802-513.41-04 Postage	0	200	200
1802-513.43-01 Electricity	6,162	6,496	6,496
1802-513.44-02 Buildings-Rental	40,492	36,000	49,000
1802-513.46-11 Maint Office Equipment	0	200	200
1802-513.46-16 Maint Computer Equipment	0	100	100
1802-513.47-01 Printing and Binding	275	500	500
1802-513.47-02 Photocopying Costs	3,065	3,700	3,700
1802-513.51-01 Office Supplies	2,345	2,500	2,500
1802-513.52-90 Other Supplies & Expenses	25,174	8,038	8,000
1802-513.54-01 Subs & Memberships	1,185	1,275	1,200
1802-513.54-02 Tuition & Training	875	2,650	2,650
<b>REQUESTED APPROPRIATION</b>	<b>\$90,201</b>	<b>\$77,248</b>	<b>\$89,988</b>
<b>CAPITAL PURCHASES</b>			
1802-513.64-02 Computer Equipment	\$11,317	\$0	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$11,317</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$782,306</b>	<b>\$932,957</b>	<b>\$925,498</b>

## Central Services Department Risk Management Division

### Mission

The Risk Management Division protects the physical, financial, and personnel assets of the City through the identification of risk, the implementation of loss control programs, and the selection of risk transfer and financing techniques.

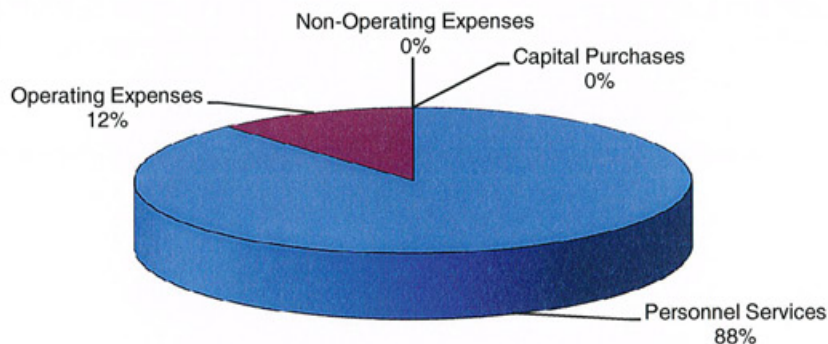
### Description of Programs

The Risk Management Division administers the City's property, casualty, and employee group insurance plans; manages the workers' compensation and liability claims management functions; and works to provide safety and related training in order to reduce injuries and claims.

Performance Measures	FY 08 Target	FY 09 Projected	FY 09 Actual	FY 10 Projected
Number of liability claims received	N/A	64	48	96
Number of auto injury claims	N/A	8	11	12
Number of OSHA training	N/A	1	3	1
Number of workers compensation claims	N/A	49	35	84

### Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$454,664	\$508,236	\$502,695	(5,541)	-1.1%
Operating Expenses	68,637	63,295	65,912	2,617	4.1%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	8,773	0	0	0	N/A
<b>TOTALS</b>	<b>\$532,074</b>	<b>\$571,531</b>	<b>\$568,607</b>	<b>(\$2,924)</b>	<b>-0.5%</b>





	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
<b>CENTRAL SERVICES DEPARTMENT</b>			
<b>RISK MANAGEMENT</b>			
<b>PERSONNEL SERVICES</b>			
1803-519.12-01 Salaries	\$313,487	\$340,461	\$350,192
1803-519.14-01 Time and a Half Overtime	0	200	100
1803-519.14-02 Straight-Time Overtime	0	300	200
1803-519.21-01 SS and Medicare Matching	23,164	27,461	26,366
1803-519.22-01 Pension-General	67,486	84,823	62,287
1803-519.23-01 Health Insurance	48,947	53,584	62,296
1803-519.24-00 Workers' Compensation	1,580	1,407	1,254
<b>REQUESTED APPROPRIATION</b>	<b>\$454,664</b>	<b>\$508,236</b>	<b>\$502,695</b>
<b>OPERATING EXPENSES</b>			
1803-519.31-30 Professional Services	\$0	\$100	\$100
1803-519.34-02 Records Retention	676	850	850
1803-519.34-04 Temporary Services	3,650	100	100
1803-519.40-01 Travel and Per Diem	2,196	2,062	2,062
1803-519.40-02 Local Mileage	158	300	200
1803-519.41-01 Telephone	2,950	4,500	4,500
1803-519.41-05 Data Line	0	1,305	1,305
1803-519.43-01 Electricity	3,288	3,010	3,200
1803-519.44-02 Buildings-Rental	30,004	36,000	37,000
1803-519.46-10 Maint Auto Equipment	46	500	300
1803-519.46-16 Maint. Computer Equipment	0	100	100
1803-519.46-29 Maint Other Equipment	0	250	250
1803-519.47-01 Printing and Binding	32	250	100
1803-519.47-02 Photocopying Costs	2,622	3,380	3,380
1803-519.49-54 Vehicle Replacement Funding	0	0	2,667
1803-519.51-01 Office Supplies	1,239	1,600	1,600
1803-519.52-01 Gas & Oil	125	540	350
1803-519.52-90 Other Supplies & Expenses	17,127	4,638	4,038
1803-519.54-01 Subs & Memberships	2,478	1,310	1,310
1803-519.54-02 Tuition & Training	2,046	2,500	2,500
<b>REQUESTED APPROPRIATION</b>	<b>\$68,637</b>	<b>\$63,295</b>	<b>\$65,912</b>
<b>CAPITAL PURCHASES</b>			
1803-519.64-02 Computer Equipment	\$8,773	\$0	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$8,773</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$532,074</b>	<b>\$571,531</b>	<b>\$568,607</b>

## Central Services Department Facilities Management Division

### Mission

The Facilities Management Division provides for safe, clean, and comfortable buildings and facilities for City employees and the public.

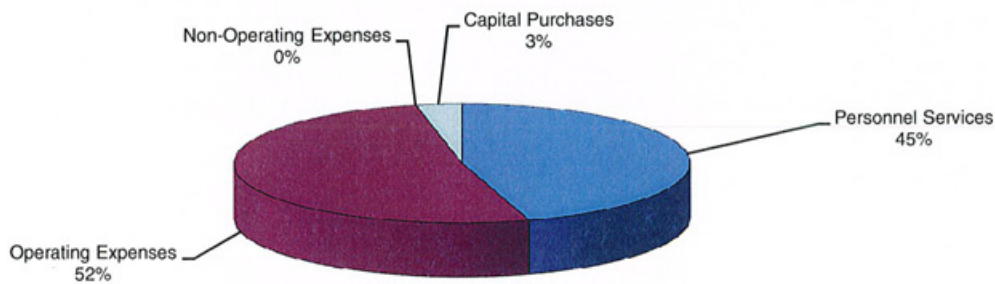
### Description of Programs

The Facilities Management Division provides building maintenance functions (mechanical, electrical, plumbing, etc.) in City Hall and other City facilities; provides mail service for both inter-office mail and external mail; and oversees various maintenance contracts with third-party vendors.

Performance Measures	FY 08 Target	FY 09 Projected	FY 09 Actual	FY 10 Projected
Average number of monthly routine maintenance calls	N/A	100	105	120
Average number of monthly routine maintenance completed	N/A	85	83	100
Average number of monthly preventative maintenance scheduled	N/A	87	90	120
Number of deferred maintenance unscheduled	N/A	25	25	25

### Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$605,519	\$723,454	\$903,156	179,702	24.8%
Operating Expenses	807,431	867,202	1,027,135	159,933	18.4%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	116,593	307,675	65,000	(242,675)	-78.9%
<b>TOTALS</b>	<b>\$1,529,543</b>	<b>\$1,898,331</b>	<b>\$1,995,291</b>	<b>\$96,960</b>	<b>5.1%</b>



	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
<b>CENTRAL SERVICES DEPARTMENT</b>			
<b>FACILITIES MANAGEMENT</b>			
<b>PERSONNEL SERVICES</b>			
1804-539.12-01 Salaries	\$399,481	\$448,330	\$568,100
1804-539.14-01 Time and a Half Overtime	4,227	2,000	2,000
1804-539.14-02 Straight-Time Overtime	2,109	1,500	1,500
1804-539.21-01 SS and Medicare Matching	29,741	36,856	43,728
1804-539.22-01 Pension-General	90,368	121,740	156,110
1804-539.23-01 Health Insurance	53,470	88,390	110,128
1804-539.24-00 Workers' Compensation	26,123	24,638	21,590
<b>REQUESTED APPROPRIATION</b>	<b>\$605,519</b>	<b>\$723,454</b>	<b>\$903,156</b>
<b>OPERATING EXPENSES</b>			
1804-539.31-30 Professional Services	\$0	\$4,000	\$500
1804-539.34-05 Building Maint. Contracts	279,739	202,400	270,000
1804-539.34-20 Misc. Contractual Services	50,534	51,100	51,100
1804-539.41-01 Telephone	970	800	1,100
1804-539.41-05 Data Line	0	126	126
1804-539.41-04 Postage	223,612	280,468	290,000
1804-539.43-01 Electricity	157,674	178,957	179,000
1804-539.43-10 Water & Wastewater	8,248	9,555	13,000
1804-539.43-15 Stormwater	1,663	2,469	2,681
1804-539.46-10 Maint Auto Equipment	10,806	15,270	24,740
1804-539.46-11 Maint Office Equipment	1,936	2,050	3,100
1804-539.46-13 Maint Communication Equip	552	660	660
1804-539.46-14 Maint Grounds/ Equipment	0	0	3,000
1804-539.46-29 Maint Other Equipment	272	1,000	700
1804-539.46-40 Maint Buildings	0	77,948	95,000
1804-539.47-02 Photocopying Costs	0	100	100
1804-539.49-08 Permits & Licenses	1,301	2,000	2,000
1804-539.49-54 Vehicle Replacement Funding	0	0	37,559
1804-539.51-01 Office Supplies	85	600	300
1804-539.52-01 Gas & Oil	21,760	22,634	30,000
1804-539.52-03 Uniforms	1,814	3,000	3,524
1804-539.52-14 Building Maintenance/Supplies	41,853	0	0
1804-539.52-15 Lighting/Electrical Supplies	0	0	10,000
1804-539.52-17 Small Equipment	658	2,700	1,500
1804-539.52-90 Other Supplies & Expenses	3,954	8,900	7,000
1804-539.54-01 Subs & Memberships	0	245	245
1804-539.54-02 Tuition & Training	0	220	200
<b>REQUESTED APPROPRIATION</b>	<b>\$807,431</b>	<b>\$867,202</b>	<b>\$1,027,135</b>
<b>CAPITAL PURCHASES</b>			
1804-539.62-03 Building Improvements	\$116,593	\$306,375	\$65,000
1804-539.64-02 Computer Equipment	0	1,300	0
<b>REQUESTED APPROPRIATION</b>	<b>\$116,593</b>	<b>\$307,675</b>	<b>\$65,000</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$1,529,543</b>	<b>\$1,898,331</b>	<b>\$1,995,291</b>