

CENTRAL SERVICES

The Finance and Central Services Departments have been merged to create the new Finance and Administrative Services Department

Central Services

Position Summary

Position Title	Amended FY 2011/2012	Amended FY 2012/2013	Proposed FY 2013/2014
<u>Management & Budget</u>			
Central Services Director	1	1	N/A
Management & Budget Director	1	1	N/A
Secretary II	1	1	N/A
Senior Budget Analyst	2	2	N/A
Project Engineer	1	0	N/A
Administrative Officer	1	1	N/A
Communications Director	1	1	N/A
Public Information Officer	0	0	N/A
Grants Coordinator	1	1	N/A
Fleet Coordinator	1	1	N/A
Total Management & Budget	10	9	N/A
<u>Purchasing</u>			
Purchasing Director	1	1	N/A
Contracts Administrator	1	1	N/A
Purchasing Specialist	3	3	N/A
Procurement Specialist	0	1	N/A
Senior Buyer	1	0	N/A
Buyer	1	1	N/A
Secretary II	1	1	N/A
Total Purchasing	8	8	N/A
<u>Risk Management</u>			
Risk Manager	1	1	N/A
Safety Analyst	1	1	N/A
Secretary II	1	1	N/A
Risk Management Analyst	1	1	N/A
Employee Benefit Coordinator	1	1	N/A
Total Risk Management	5	5	N/A
<u>Facilities Management</u>			
Facility Management Director	1	1	N/A
Senior Air Conditioning Technician	1	1	N/A
Maintenance Mechanic	7	7	N/A
Maintenance Worker I	1	1	N/A
Electrician I	1	1	N/A
Driver/Messenger	2	2	N/A
Air Conditioning Technician	1	1	N/A
Total Facility Management	14	14	N/A
Total Positions	37	36	0

CENTRAL SERVICES DEPARTMENT

MANAGEMENT & BUDGET

PERSONNEL SERVICES

1801-513.12-01	Salaries	\$777,639	\$786,926	\$0
1801-513.14-01	Time and a Half Overtime	96	100	0
1801-513.14-02	Straight-Time Overtime	1	500	0
1801-513.15-04	Auto Allowance	2,413	2,400	0
1801-513.21-01	SS and Medicare Matching	57,780	56,654	0
1801-513.22-01	Pension-General	159,338	196,423	0
1801-513.23-01	Health Insurance	112,172	132,713	0
1801-513.24-00	Workers' Compensation	2,317	2,498	0

REQUESTED APPROPRIATION		\$1,111,756	\$1,178,214	\$0
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OPERATING EXPENSES

1801-513.31-30	Professional Services	\$0	\$100	\$0
1801-513.34-02	Records Retention	0	800	0
1801-513.34-04	Temporary Services	21,954	25,000	0
1801-513.34-20	Misc. Contractual Services	67,538	96,804	0
1801-513.40-01	Travel and Per Diem	0	736	0
1801-513.40-02	Local Mileage	184	250	0
1801-513.41-01	Communications	5,527	6,500	0
1801-513.46-10	Maintenance Auto Equipment	0	515	0
1801-513.46-11	Maint Office Equipment	0	50	0
1801-513.47-01	Printing and Binding	912	3,000	0
1801-513.47-02	Photocopying Costs	3,169	7,000	0
1801-513.48-01	Public Relations	102,736	130,000	0
1801-513.49-54	Vehicle Replacement Funding	2,891	3,000	0
1801-513.51-01	Office Supplies	2,016	2,752	0
1801-513.52-01	Gas & Oil	117	400	0
1801-513.52-90	Other Supplies & Expenses	3,777	7,500	0
1801-513.54-01	Subs & Memberships	1,137	1,500	0
1801-513.54-02	Tuition & Training	1,111	2,330	0

REQUESTED APPROPRIATION		\$213,069	\$288,237	\$0
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TOTAL REQUESTED APPROPRIATION		\$1,324,825	\$1,466,451	\$0
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Central Services Management and Budget (1801)

Management & Budget moves to the Finance & Administrative Services Department for FY 2014

Program Definition and Goals

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. The 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.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$1,111,756	\$1,178,214	\$0	(\$1,178,214)	-100.0%
Operating Expenses	213,069	288,237	0	(288,237)	-100.0%
TOTALS	\$1,324,825	\$1,466,451	\$0	(\$1,466,451)	-100.0%

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$1,324,825	\$1,466,451	\$0	(\$1,466,451)	-100.0%
TOTALS	\$1,324,825	\$1,466,451	\$0	(\$1,466,451)	-100.0%

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Percentage of budget transfers processed within 3 days	99%	95%	N/A	N/A
Percentage of direct payments processed within 3 business days	98%	95%	N/A	N/A
Percentage of vehicles current on preventative maintenance schedule	91%	89%	N/A	N/A
Number of special events planned by Marketing	77	25	N/A	N/A
Sunrise website visits	557,667	573,397	N/A	N/A
Sunrise website page views	1,846,914	1,902,321	N/A	N/A

Central Services Management and Budget (1801)

Management & Budget moves to the Finance & Administrative Services Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Central Services Director	1	1	N/A
Management & Budget Director	1	1	N/A
Administrative Officer	1	1	N/A
Communications Director	1	1	N/A
Fleet Coordinator	1	1	N/A
Grants Coordinator	1	1	N/A
Project Engineer	1	0	N/A
Secretary II	1	1	N/A
Senior Budget Analyst	2	2	N/A
Total Program Positions	10	9	0
Full Time Positions	10	9	0

	ACTUAL FY 2011-2012	AMENDED FY 2012-2013	PROPOSED FY 2013-2014
CENTRAL SERVICES DEPARTMENT			
PURCHASING			
PERSONNEL SERVICES			
1802-513.12-01 Salaries	\$546,405	\$568,146	\$0
1802-513.14-01 Time and a Half Overtime	0	100	0
1802-513.14-02 Straight-Time Overtime	0	100	0
1802-513.15-04 Auto Allowance	1,884	2,400	0
1802-513.21-01 SS and Medicare Matching	43,087	43,038	0
1802-513.22-01 Pension-General	126,530	163,379	0
1802-513.23-01 Health Insurance	68,936	72,505	0
1802-513.24-00 Workers' Compensation	1,575	1,698	0
REQUESTED APPROPRIATION	\$788,417	\$851,366	\$0
OPERATING EXPENSES			
1802-513.31-30 Professional Services	\$0	\$100	\$0
1802-513.34-02 Records Retention	789	950	0
1802-513.34-04 Temporary Services	0	100	0
1802-513.40-01 Travel and Per Diem	0	872	0
1802-513.40-02 Local Mileage	660	750	0
1802-513.41-01 Communications	6,779	10,000	0
1802-513.41-04 Postage	0	200	0
1802-513.44-02 Buildings-Rental	50,947	55,179	0
1802-513.46-11 Maint Office Equipment	188	200	0
1802-513.46-16 Maint Computer Equipment	0	100	0
1802-513.47-01 Printing and Binding	226	300	0
1802-513.47-02 Photocopying Costs	2,382	3,700	0
1802-513.51-01 Office Supplies	995	2,000	0
1802-513.52-90 Other Supplies & Expenses	5,290	8,000	0
1802-513.54-01 Subs & Memberships	706	1,390	0
1802-513.54-02 Tuition & Training	805	1,300	0
REQUESTED APPROPRIATION	\$69,767	\$85,141	\$0
TOTAL REQUESTED APPROPRIATION	\$858,184	\$936,507	\$0

Central Services Purchasing (1802)

Purchasing moves to the Finance & Administrative Services Department for FY 2014

Program Definition and Goals

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

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$788,417	\$851,366	\$0	(\$851,366)	-100.0%
Operating Expenses	69,767	85,141	0	(85,141)	-100.0%
TOTALS	\$858,184	\$936,507	\$0	(\$936,507)	-100.0%

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$858,184	\$936,507	\$0	(\$936,507)	-100.0%
TOTALS	\$858,184	\$936,507	\$0	(\$936,507)	-100.0%

Performance Measures

	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Percentage of purchase orders under \$2,500 issued in 5 days or less	86%	95%	N/A	N/A
Percentage of purchase orders between \$2,500-\$25,000 issued within 30 days or less	93%	100%	N/A	N/A
Percentage of purchase orders over \$25,000 issued within 120 calendar days	90%	100%	N/A	N/A
Percentage of contracts renewed within 30 days of expiration	99%	100%	N/A	N/A

Central Services Purchasing (1802)

Purchasing moves to the Finance & Administrative Services Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Purchasing Director	1	1	N/A
Buyer	1	1	N/A
Contracts Administrator	1	1	N/A
Procurement Specialist	0	1	N/A
Purchasing Specialist	3	3	N/A
Secretary II	1	1	N/A
Senior Buyer	1	0	N/A
Total Program Positions	8	8	0
Full Time Positions	8	8	0

	ACTUAL FY 2011-2012	AMENDED FY 2012-2013	PROPOSED FY 2013-2014
CENTRAL SERVICES DEPARTMENT			
RISK MANAGEMENT			
PERSONNEL SERVICES			
1803-519.12-01 Salaries	\$355,318	\$368,838	\$0
1803-519.14-01 Time and a Half Overtime	0	100	0
1803-519.14-02 Straight-Time Overtime	0	200	0
1803-519.21-01 SS and Medicare Matching	25,936	27,083	0
1803-519.22-01 Pension-General	80,354	80,864	0
1803-519.23-01 Health Insurance	34,914	37,711	0
1803-519.24-00 Workers' Compensation	942	1,016	0
REQUESTED APPROPRIATION	\$497,464	\$515,812	\$0
OPERATING EXPENSES			
1803-519.31-30 Professional Services	\$2,000	\$2,000	\$0
1803-519.34-02 Records Retention	2,577	1,000	0
1803-519.34-04 Temporary Services	0	100	0
1803-519.40-01 Travel and Per Diem	2,384	1,320	0
1803-519.40-02 Local Mileage	17	100	0
1803-519.41-01 Communications	3,961	6,240	0
1803-519.44-02 Buildings-Rental	43,109	47,000	0
1803-519.46-10 Maint Auto Equipment	924	1,090	0
1803-519.46-16 Maint. Computer Equipment	0	100	0
1803-519.46-29 Maint Other Equipment	0	250	0
1803-519.47-01 Printing and Binding	86	100	0
1803-519.47-02 Photocopying Costs	2,799	3,380	0
1803-519.49-54 Vehicle Replacement Funding	477	0	0
1803-519.51-01 Office Supplies	1,596	1,280	0
1803-519.52-01 Gas & Oil	452	608	0
1803-519.52-90 Other Supplies & Expenses	2,099	2,775	0
1803-519.54-01 Subs & Memberships	1,605	2,605	0
1803-519.54-02 Tuition & Training	593	2,083	0
REQUESTED APPROPRIATION	\$64,679	\$72,031	\$0
CAPITAL PURCHASES			
1803-519.64-04 Office Furniture & Equipment	\$793	\$0	\$0
REQUESTED APPROPRIATION	\$793	\$0	\$0
TOTAL REQUESTED APPROPRIATION	\$562,936	\$587,843	\$0

Central Services Risk Management (1803)

Risk Management moves to the Finance & Administrative Services Department for FY 2014

Program Definition and Goals

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. The 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.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$497,464	\$515,812	\$0	(\$515,812)	-100.0%
Operating Expenses	64,679	72,031	0	(72,031)	-100.0%
Capital Purchases	793	0	0	0	N/A
TOTALS	\$562,936	\$587,843	\$0	(\$587,843)	-100.0%

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$562,936	\$587,843	\$0	(\$587,843)	-100.0%
TOTALS	\$562,936	\$587,843	\$0	(\$587,843)	-100.0%

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Number of liability claims	118	85	N/A	N/A
Number of site inspections	85	64	N/A	N/A
Number of OSHA and safety-related training classes	23	36	N/A	N/A
Number of workers' compensation claims	75	76	N/A	N/A

Central Services Risk Management (1803)

Risk Management moves to the Finance & Administrative Services Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Risk Manager	1	1	N/A
Employee Benefit Coordinator	1	1	N/A
Risk Management Analyst	1	1	N/A
Safety Analyst	1	1	N/A
Secretary II	1	1	N/A
Total Program Positions	5	5	0
Full Time Positions	5	5	0

	ACTUAL FY 2011-2012	AMENDED FY 2012-2013	PROPOSED FY 2013-2014
CENTRAL SERVICES DEPARTMENT			
FACILITIES MANAGEMENT			
PERSONNEL SERVICES			
1804-519.12-01 Salaries	\$569,453	\$601,336	\$0
1804-519.14-01 Time and a Half Overtime	7,759	4,000	0
1804-519.14-02 Straight-Time Overtime	4,991	1,500	0
1804-519.21-01 SS and Medicare Matching	43,177	46,270	0
1804-519.22-01 Pension-General	168,217	167,644	0
1804-519.23-01 Health Insurance	119,237	139,592	0
1804-519.24-00 Workers' Compensation	23,100	24,903	0
REQUESTED APPROPRIATION	\$935,934	\$985,245	\$0
OPERATING EXPENSES			
1804-519.31-30 Professional Services	\$0	\$500	\$0
1804-519.34-05 Building Maint. Contracts	335,389	431,336	0
1804-519.34-20 Misc. Contractual Services	24,871	35,000	0
1804-519.41-01 Communications	1,270	1,226	0
1804-519.41-04 Postage	124,653	178,556	0
1804-519.43-01 Electricity	118,240	179,000	0
1804-519.43-10 Water & Wastewater	18,985	19,000	0
1804-519.43-15 Stormwater	4,105	3,624	0
1804-519.46-10 Maint Auto Equipment	17,373	27,275	0
1804-519.46-11 Maint Office Equipment	2,953	3,700	0
1804-519.46-13 Maint Communication Equip	480	660	0
1804-519.46-14 Maint Grounds/ Equipment	0	3,500	0
1804-519.46-40 Maint Buildings	165,620	203,000	0
1804-519.49-08 Permits & Licenses	2,572	2,500	0
1804-519.49-54 Vehicle Rep. Funding	2,849	4,189	0
1804-519.51-01 Office Supplies	278	400	0
1804-519.52-01 Gas & Oil	36,198	54,071	0
1804-519.52-03 Uniforms	2,757	4,300	0
1804-519.52-15 Lighting/Electrical Supplies	2,167	8,000	0
1804-519.52-17 Small Equipment	1,210	2,000	0
1804-519.52-90 Other Supplies & Expenses	4,292	7,000	0
1804-519.54-01 Subs & Memberships	205	445	0
1804-519.54-02 Tuition & Training	0	200	0
REQUESTED APPROPRIATION	\$866,467	\$1,169,482	\$0
CAPITAL PURCHASES			
1804-519.62-03 Building Improvements	\$44,404	\$65,000	\$0
REQUESTED APPROPRIATION	\$44,404	\$65,000	\$0
TOTAL REQUESTED APPROPRIATION	\$1,846,805	\$2,219,727	\$0

Central Services Facilities Management (1804)

Facilities Management moves to the Utilities Department for FY 2014

Program Definition and Goals

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

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$935,934	\$985,245	\$0	(\$985,245)	-100.0%
Operating Expenses	866,467	1,169,482	0	(1,169,482)	-100.0%
Capital Purchases	44,404	65,000	0	(65,000)	-100.0%
TOTALS	\$1,846,805	\$2,219,727	\$0	(\$2,219,727)	-100.0%

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$1,846,805	\$2,219,727	\$0	(\$2,219,727)	-100.0%
TOTALS	\$1,846,805	\$2,219,727	\$0	(\$2,219,727)	-100.0%

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Average number of monthly routine maintenance calls	108	145	N/A	N/A
Average number of monthly routine maintenance calls completed	116	95	N/A	N/A
Average number of monthly preventative maintenance calls scheduled	82	115	N/A	N/A
Average number of monthly preventative maintenance calls scheduled completed	109	69	N/A	N/A

Central Services Facilities Management (1804)

Facilities Management moves to the Utilities Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Facility Management Director	1	1	N/A
Air Conditioning Technician	1	1	N/A
Driver/Messenger	2	2	N/A
Electrician I	1	1	N/A
Maintenance Mechanic	7	7	N/A
Maintenance Worker I	1	1	N/A
Senior Air Conditioning Technician	1	1	N/A
Total Program Positions	14	14	0
Full Time Positions	14	14	0