

GENERAL SERVICES

Description of Operations

The Department of General Services is comprised of the Purchasing Department, Central Stores, the Municipal Auditorium, the Sarasota Mobile Home Park, City Hall Complex Maintenance, Duplicating and Mail Courier Departments.

The Department of General Services provides administrative direction and operational support services for the City of Sarasota. The Purchasing and Central Stores divisions are responsible for the procurement of goods and services including construction and professional services. Central Stores provides a low cost, convenient inventory of commonly used City supplies. City Hall Maintenance is responsible for the maintenance, operation and repair of City Hall buildings. The Duplicating Department provides a convenient in-house printing service to City departments. The Mail Courier Department, in addition to delivering mail, provides courier services as required. The Municipal Auditorium is available for lease by community residents, as well as providing a forum for City sponsored events. The Mobile Home Park provides low income housing for approximately 34 families and is in the process of downsizing through a density reduction program.

Department Expenditures by Cost Center

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
024611 GENERAL SERVICES ADMINISTRATION	156,014	154,017	164,459	0	164,459
024613 PURCHASING	130,524	130,684	138,267	0	138,267
024616 MAINTENANCE OF CITY HALL	347,060	382,603	404,746	0	404,746
024617 MAIL/COURIER SERVICE	45,177	56,837	75,027	0	75,027
024619 FEDERAL BUILDING	0	444,243	445,831	0	445,831
Totals	\$678,775	\$1,168,384	\$1,228,330	\$0	\$1,228,330

Department Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	358,524	373,302	403,007	0	403,007
Non Personal Expenditures	290,195	370,839	399,492	0	399,492
Capital Expenditures	30,056	0	0	0	0
Transfer Expenditures	0	424,243	425,831	0	425,831
Totals	\$678,775	\$1,168,384	\$1,228,330	\$0	\$1,228,330

Personnel Summary

Actual Positions	7.75	0.00	7.75
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Revenue Summary

	Total
RENTS & ROYALTIES	800
	\$800

GENERAL SERVICES

GENERAL SERVICES ADMINISTRATION

Description of Operations

The General Services Administration provides the City of Sarasota with professional administrative direction and efficient operational support services. Services include, but are not limited to, overseeing and providing direction to the Sarasota Mobile Home Park, the Municipal Auditorium, Central Stores, Purchasing and the maintenance of the City Hall/Annex. General Services assists in the development of administrative strategies to further the advancement of City goals in its role as a conduit and informational source for communication among departments and managers to assist in the achievement of greater Citywide accountability. The department is responsible for administrative oversight for all city Requests for Proposal (RFP's), bids and purchase expenditures while also overseeing the development and renovation of the Federal Building and other special projects as assigned. Additional areas of responsibility include, but are not limited to, maintaining lease agreements for City property, City vehicle registrations, vehicle transfers, management of City Hall maintenance, duplicating, mail service, travel and reconciliation of travel for City employees, City switchboard operation, petty cash and petty cash custodians and the development and implementation of various regulations and codes affecting administrative operations.

Goal - Responsible City Government

To anticipate and develop appropriate administrative strategies for the City of Sarasota by providing guidance and operational procedures for all aspects of City government while elevating the quality of support services to all City departments through the efficient operation of the Purchasing, Central Stores, City Hall Maintenance, Duplicating and Mail Courier Departments, Municipal Auditorium and Mobile Home Park.

Objectives

To provide administrative and technical management support to increase the levels of service provided to both internal and external customers.

To review, and where necessary, revise the city's administrative regulations to allow the city to operate effectively.

To oversee and administer the City's leaseholds and ensure compliance with requirements.

To acquire and dispose of all real property.

To review and approve all travel requests and audit all travel reconciliations as per administration regulation to ensure the efficient use of City funds and to act as a check and balance function for compliance.

To assist with the relocation transition for remaining residents at the Sarasota Mobile Home Park.

To proactively research local and state regulatory requirements in anticipation of citywide departmental needs in order to respond to inquiries knowledgeably and expeditiously.

To conduct a study of Runzheimer rules for government travel for adaptation to City travel regulations in order to encourage a more efficient use of funds.

To review, and where necessary, revise administrative regulations to adequately reflect updates to the Florida Statute and City policy.

Goal - Responsible City Government

To oversee and facilitate the successful renovation of the Federal Building.

Objectives

To assist in securing grant funding from available sources.

To lobby for grant funding through the Florida State Legislature.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Leases managed	Number	n/a	44	44
Properties managed	Number	n/a	270	270
Switchboard calls per month	Number	n/a	1,150	2,000
Vehicle allowances processed per month	Number	n/a	86	86

GENERAL SERVICES

GENERAL SERVICES ADMINISTRATION

Output Measure

Vehicle o/n storage requests processed	Number	n/a	78	78
Property appraisals conducted	Number	n/a	7	10
Vehicle titles processed	Number	n/a	590	590

Effectiveness Measure

Funds generated-city asset disposal	Dollars	\$76,000	\$108,000	\$148,000
Travel expense requests audited	Number	n/a	2,600	2,800
Grant funding secured	Dollars	n/a	\$40,000	\$450,000

Efficiency Measure

Petty cash custodians	Number	n/a	24	24
Travel requests processed	Number	n/a	2,600	2,800
Administrative regulations revised	Number	n/a	3	5

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	120,705	130,246	140,688	0	140,688
Non Personal Expenditures	28,985	23,771	23,771	0	23,771
Capital Expenditures	6,324	0	0	0	0
Totals	\$156,014	\$154,017	\$164,459	\$0	\$164,459

Personnel Summary

Actual Positions	2.13	0.00	2.13
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GENERAL SERVICES PURCHASING

Description of Operations

Purchasing, a division of the Department of General Services, is responsible for the management of all procurement of goods and services, including construction and professional services. The division is also responsible for ensuring that the procurement methods utilized provide for fair and equitable competition and comply with all Federal, State and local regulations. Uniform procedures are being created and implemented to create a more favorable vendor environment and attract more competitive pricing. Some of the major duties of the division include the preparation of bid specifications, competitive sealed bidding, contract administration, project management, the acquisition and disposal of real property and the disposal of obsolete and surplus material. The output generated by two and one half full time employees is significant when compared to other entities such as the County that employees fourteen purchasing FTE's. The City's purchasing staff must respond to all needs of the City. The City's purchasing staff processes almost four times the amount of purchase orders per full time employee when compared to the County staffing level. Staff handles double the amount of construction bids and professional service bids/rfp's per FTE when compared to the County, exclusive of all of the other associated functions.

This division is also responsible for administrative oversight of the city's central stores operation.

Goal - Responsible City Government

Develop a buyer-supplier relationship that focuses on a cohesive partnership arrangement to solidify stable and long term sources of supply while increasing the effectiveness and efficiency of Purchasing's performance.

Objectives

- To increase use and development of Cooperative Purchasing bids.
- To reduce the amount of clerical effort required.
- To direct and allocate more time for professional buying tasks.

Goal - Responsible City Government

Create a more favorable environment for vendors when doing business with the City by creating and administering uniform procedures in accordance with Federal, State, local and National Institute of Governmental Purchasing and Uniform Commercial Code regulations and standards.

Objectives

- To revise commodity code listings creating additional subcategories in order to make it easier for vendors to choose correct categories for bid notice purposes.
- To continue encouragement of minority business enterprise bidders.
- To increase the bid threshold to mirror Category Two of the Florida State statutes, presently \$25,000.
- To develop a web site capability for all City bid announcements.
- To investigate the use of Demandstar and coordinate procedures for electronic notification and solicitation.
- To increase responsiveness to the needs of internal departments.
- To provide training sessions for departmental buyers in purchasing policies and procedures.
- To incorporate environmentally preferable purchasing measures and procedures into City purchasing policies.
- To join the Rebuild Sarasota Coalition promoting resource efficient and environmentally friendly practices.
- To increase the number of items utilizing post consumer material and establish content thresholds.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Vendors on file	Number	2,000	2,187	2,500
Purchase orders processed	Number	5,800	5,800	5,700
Bids/RFP's processed	Number	84	84	85
Dollar value of purchases in millions	Dollars	\$45	\$45	\$50

GENERAL SERVICES PURCHASING

Effectiveness Measure

Vendors with women/minority status	Number	526	576	657
Cooperative bids utilized	Percent	10	15	25

Efficiency Measure

Responses to bids/RFP's	Number	800	800	900
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Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	106,598	118,244	125,677	0	125,677
Non Personal Expenditures	21,856	12,440	12,590	0	12,590
Capital Expenditures	2,070	0	0	0	0
Totals	\$130,524	\$130,684	\$138,267	\$0	\$138,267

Personnel Summary

Actual Positions			2.50	0.00	2.50
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GENERAL SERVICES MAINTENANCE OF CITY HALL

Description of Operations

The division of City Hall Maintenance is responsible for the day to day operation of City Hall and the Annex building. It is responsible for building security, fire safety, janitorial services and all contract work including miscellaneous structural repairs, painting, air conditioning, heating, plumbing and electrical work. Labor required for the preparation and cleanup of departmental renovations, set-up and cleanup for departmental and public meetings and securing the property following commission meetings is provided by the Maintenance Division. The division also recommends and coordinates major repairs to ensure the structural integrity of City Hall and the Annex building.

Goal - Attractive, Safe & Environmentally-Friendly City

To provide an attractive and safe City Hall and Annex for City employees and the general public.

To provide effective customer service for both internal and external customers.

Objectives

To develop a work order form for use by employees. Employees will use the form to request all work except emergencies. The Maintenance Department will prioritize the work orders and schedule accordingly.

To prepare the City Commission Chambers for Commission Workshops and Commission Meetings.

To make the City Hall and the Annex buildings a safe environment for internal and external customers.

To increase the level of janitorial duties to ensure a safe and clean environment.

To provide monthly inspections of all air handlers and pumps.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Scheduled cleanings weekly	Number	n/a	5	5
Special cleanings scheduled weekly	Number	n/a	1	1
Square feet maintained	Number	48,000	48,000	48,000
Effectiveness Measure				
PM's completed on schedule	Percent	n/a	100	100
Comfort control satisfaction	Percent	n/a	n/a	90
Ext. and lobby maintenance satisfaction	Percent	n/a	n/a	95
Efficiency Measure				
Contracted cost per sq. ft. (janitorial)	Dollars	n/a	\$1.00	\$1.00
Cost per sq. ft. (electricity)	Dollars	n/a	\$1.57	\$1.97

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	93,143	86,165	91,895	0	91,895
Non Personal Expenditures	232,255	296,438	312,851	0	312,851
Capital Expenditures	21,662	0	0	0	0
Transfer Expenditures	0	0	0	0	0
Totals	\$347,060	\$382,603	\$404,746	\$0	\$404,746

**GENERAL SERVICES
MAINTENANCE OF CITY HALL**

Personnel Summary

Actual Positions	2.00	0.00	2.00
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Revenue Summary

	Total
<hr/> RENTS & ROYALTIES	800
	<hr/> \$800

GENERAL SERVICES

MAIL/COURIER SERVICE

Description of Operations

This cost center provides scheduled mail and courier service for all City departments and special deliveries on an as needed basis to conduct City business. Through utilization of a bulk rate mail service, the City anticipates a savings on postage of \$6,700 the first year.

Monthly water utility bills and other public information is mailed to the general public, including public notices, public hearings, Van Wezel brochures,tickets, etc. Mail is picked up and delivered to the post office as required.

Goal - Responsible City Government

To provide efficient, timely and courteous mail and courier service to all City Agencies.

Objectives

To pick up and deliver mail to all City departments and the U.S.Post Office at least twice daily.

To provide courier service to City Hall and Annex departments as needed.

To provide assistance to City departments for special mailings, certified mail and bulk mailings by use of the folding machine, inserter machine and postage machine.

To reduce postage cost to the City through a contracted bulk mail service.

To utilize bulk and pre sort mailing whenever possible.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Pieces of mail handled	Number	1,100,000	1,181,000	1,250,000
Effectiveness Measure				
User survey (all departments)	Percent	n/a	n/a	90
Efficiency Measure				
Cost per piece of mail handled	Dollars	\$0.0411	\$0.0481	\$0.0588
Postage cost	Dollars	\$190,080	\$212,575	\$218,455

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	38,078	38,647	44,747	0	44,747
Non Personal Expenditures	7,099	18,190	30,280	0	30,280
Totals	\$45,177	\$56,837	\$75,027	\$0	\$75,027

Personnel Summary

Actual Positions	1.12	0.00	1.12
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GENERAL SERVICES FEDERAL BUILDING

Description of Operations

The historic Federal Building was purchased by the City in October of 2000. The building, built in 1934, was the City's first Post Office. It is located on the Register of Historic Places. The City is in the process of renovating and restoring this facility for City use as an annex to City Hall. Construction is scheduled to begin in January of 2002 and is to be completed within 12 to 14 months. The City is applying for a Special Category Historic Grant in the amount of \$450,000 to supplement funding for the restoration of the building's historic elements. While the property is under construction, this cost center has been established to fund the daily upkeep and monitoring of the building for those items not covered under the capital budget. Once the building is complete, this cost center will remain active and be responsible for the building's operating expenses.

Goal - Responsible City Government

To apply for, and receive, grant funding and support for the project from the State of Florida and the U.S. Department of the Interior.

Objectives

To utilize the full services of the Grant consultant in regards to current and proposed grant money and the administration of the grant funds.

To apply for historical grant money from the Historic Preservation Advisory Council and to garner support for the project in the State Capital in the Fall of 2001.

To present all proposed historic renovations of the Federal Building to the Historic Preservation Advisory Council in the State Capital for approval.

To work closely with the Historic Preservation Advisory Council in the State Capital to ensure compliance with all historic guidelines for current and proposed grants.

Goal - Responsible City Government

To effectively manage the construction and historic renovation of the Federal Building for use as an annex for Sarasota City government.

Objectives

To manage the renovation and construction of the Federal Building to ensure all activity remains within the appropriate budget.

To ensure all phases of the Federal Building renovation and construction are performed within established timeframes.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Effectiveness Measure				
Historic grant funding acquired	Dollars	n/a	\$40,000	\$450,000

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Non Personal Expenditures	0	20,000	20,000	0	20,000
Transfer Expenditures	0	424,243	425,831	0	425,831
Totals	\$0	\$444,243	\$445,831	\$0	\$445,831