

GENERAL SERVICES

Mission Statement

To provide administrative direction and support services for the City.

Description of Operations

The Department of General Services is comprised of the Purchasing Department, Central Stores, the Municipal Auditorium, the Payne Park Auditorium, the Federal Building, City Hall 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 and the Payne Park Auditorium are available for lease by community residents, as well as providing a forum for City sponsored events.

Department Expenditures by Cost Center

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
024611 GENERAL SERVICES ADMINISTRATION	150,867	164,459	175,330	0	175,330
024613 PURCHASING	122,246	138,267	143,212	0	143,212
024616 MAINTENANCE OF CITY HALL	443,650	404,746	496,970	18,955	515,925
024617 MAIL/COURIER SERVICE	56,322	75,027	75,081	0	75,081
024619 FEDERAL BUILDING	444,416	445,831	577,876	0	577,876
Totals	\$1,217,501	\$1,228,330	\$1,468,469	\$18,955	\$1,487,424

Department Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	388,677	403,007	449,313	0	449,313
Non Personal Expenditures	299,545	399,492	509,161	18,955	528,116
Capital Expenditures	1,036	0	89,063	0	89,063
Transfer Expenditures	528,243	425,831	420,932	0	420,932
Totals	\$1,217,501	\$1,228,330	\$1,468,469	\$18,955	\$1,487,424

Personnel Summary

Actual Positions	7.75	8.63	0.00	8.63
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Revenue Summary

	Total
RENTS & ROYALTIES	71,442
OTHER MISCELLANEOUS REVENUES	500
	\$71,942

GENERAL SERVICES

GENERAL SERVICES ADMINISTRATION

Mission Statement

To provide the City with administrative policy leadership and support service functions in areas such as procurement, travel, maintenance, project management, printing, mail services and facilities management.

Description of Operations

The General Services Administration provides the City of Sarasota with professional administrative direction and efficient operational support services. General Services reviews and revises city administrative regulations to ensure that the City operates efficiently and remains in compliance with Florida statutes. General Services is responsible for providing project management oversight of all facilities related construction projects. The department is responsible for administrative oversight for all city Requests for Proposal (RFP's), bids and purchase expenditures, the development of e-procurement, 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, development of a comprehensive property management system, conducting a Facilities Space Study, 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.

Goal - Attractive, Safe & Environmentally-Friendly City

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 following departments: Purchasing, Central Stores, City Hall Maintenance, Duplicating, Mail Courier and the Municipal and Payne Park Auditoriums.

Objectives

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

Continue 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 contracts to 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.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Develop contract database	Number	n/a	n/a	1	0
Administrative regulations revised	Number	n/a	3	5	3
Effectiveness Measure					
Review of GS regs	Number	n/a	5	7	8
Conduct auctions for surplus property	Number	n/a	4	6	6
Property leases managed	Number	n/a	44	46	50
Properties managed	Number	n/a	270	270	270
Property appraisals conducted	Number	n/a	20	20	5

Goal - Responsible City Government

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

Objectives

To provide a check and balance for City processes.

GENERAL SERVICES

GENERAL SERVICES ADMINISTRATION

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Switchboard calls per month	Number	n/a	1,150	1,500	2,000
Auctions conducted	Number	n/a	4	6	8
Travel requests processed	Number	n/a	2,600	3,000	3,200
Effectiveness Measure					
Funds generated-city asset disposal	Dollars	n/a	\$48,000	\$65,000	\$70,000
Grant funding secured	Dollars	n/a	\$40,000	\$350,000	\$35,000
Travel reconciliations audited	Number	n/a	2,600	3,000	3,200

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	137,221	140,688	149,329	0	149,329
Non Personal Expenditures	13,646	23,771	26,001	0	26,001
Capital Expenditures	0	0	0	0	0
Totals	\$150,867	\$164,459	\$175,330	\$0	\$175,330

Personnel Summary

Actual Positions	2.13	2.13	0.00	2.13
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GENERAL SERVICES PURCHASING

Mission Statement

To work with city departments to develop, advocate and evaluate policies and guidelines to establish service contracts, materials management, acquisition of supplies, furniture, vehicles, computers and equipment that City employees need to do their jobs.

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. Some of the major duties of the division include the preparation of bid specifications, competitive sealed bidding, contract administration, development of E-procurement, the acquisition and disposal of real property and the disposal of obsolete and surplus material.

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.

Develop electronic capability for procurement opportunities and status reporting for internal and external users.

Develop and distribute "How To " purchasing manual for internal customers.

Develop Central Stores catalog and Shopping Cart.

To increase participation in professional purchasing organizations.

To provide professional level training for procurement staff including Central Stores personnel.

Goal - Responsible City Government

Create a more favorable environment for vendors when doing business with the City by creating and administering uniform procedures including web based procurement, 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 incorporate environmentally preferable purchasing measures and procedures into City purchasing policies.

To join the Rebuild Sarasota Coalition promoting resource efficient and environmentally friendly practices.

Performance Measures

<u>Description</u>	<u>Unit</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Output Measure					
Vendors on file	Number	2,000	2,187	2,450	2,500
Purchase orders processed	Number	5,800	5,800	6,670	6,700
Bids/RFP's processed	Number	84	84	90	100
Dollar value of purchases in millions	Dollars	\$45	\$45	\$45	\$50

GENERAL SERVICES PURCHASING

Efficiency Measure

Responses to bids/RFP's	Number	800	800	950	950
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Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	115,430	125,677	124,604	0	124,604
Non Personal Expenditures	6,816	12,590	17,808	0	17,808
Capital Expenditures	0	0	800	0	800
Totals	\$122,246	\$138,267	\$143,212	\$0	\$143,212

Personnel Summary

Actual Positions		2.50	2.50	0.00	2.50
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GENERAL SERVICES MAINTENANCE OF CITY HALL

Mission Statement

To provide a clean, safe and comfortable environment for all City employees and the general public.

Description of Operations

City Hall Maintenance is responsible for providing facilities management for the City Hall complex and Federal Building. It is responsible for providing all facilities management functions such as 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 building renovations, set-up and cleanup for public meetings and securing the property following commission meetings is provided by the Maintenance Division. The division provides project management services and recommends and coordinates major repairs to ensure the structural integrity of City Hall facilities.

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

Provide effective and efficient day time janitorial service.

Provide training to staff through seminars and hands-on in-house training.

Provide a more organized distribution of work requests through an anticipated on-line system being developed.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Special cleanings scheduled twice a year	Number	n/a	n/a	1	2
Provide maintenance survey	Number	0	0	1	2
Effectiveness Measure					
PM's completed on schedule	Percent	n/a	n/a	100	100

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	95,837	91,895	94,899	0	94,899
Non Personal Expenditures	242,777	312,851	340,708	18,955	359,663
Capital Expenditures	1,036	0	61,363	0	61,363
Transfer Expenditures	104,000	0	0	0	0
Totals	\$443,650	\$404,746	\$496,970	\$18,955	\$515,925

Personnel Summary

Actual Positions	2.00	2.00	0.00	2.00
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GENERAL SERVICES

MAIL/COURIER SERVICE

Mission Statement

To provide internal and external mail delivery with courier service for city departments as required.

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 the bulk rate mail service, the City anticipates to proceed to Phase II which should produce a savings larger than the \$6,700 predicted for FY 2002.

Monthly water utility bills and other public information is mailed to the general public, including public notices, public hearings, Van Wezel brochures, tickets, etc. Through the use of the rapid folding machine the monthly water bills are used as a vehicle to reach many citizens with inserts containing important information.

Goal - Responsible City Government

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

Objectives

To collect 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 continue reducing postage cost to the City through our contracted bulk mail service.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Pieces of mail handled	Number	n/a	1,100,000	1,181,000	1,250,000
Efficiency Measure					
Postage savings through Access Mail	Dollars	n/a	n/a	\$6,700	\$8,000

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	40,189	44,747	42,817	0	42,817
Non Personal Expenditures	16,133	30,280	32,264	0	32,264
Totals	\$56,322	\$75,027	\$75,081	\$0	\$75,081

Personnel Summary

Actual Positions	1.12	1.00	0.00	1.00
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GENERAL SERVICES FEDERAL BUILDING

Mission Statement

To successfully renovate the Federal Building incorporating its historical integrity into use as an annex for City business.

Description of Operations

The historic downtown Federal Building, built in 1934, was the first post office in Sarasota. In October, 2000 the building was purchased by the City of Sarasota to be renovated for use as an annex to City Hall. The renovation and restoration of the building is scheduled to commence May 1, 2002 and is to be completed within 12 months. As a result, the operating budget has been prepared for only six months.

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 of the Federal Building ensuring the project is completed on schedule.

Ensure that the building budget is not exceeded.

Monitor the change orders and the payment of invoices according to approved contracts and city policy, procedures, and provide monthly reports to the City Manager.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Effectiveness Measure					
Attend weekly project meetings	Number	n/a	n/a	20	28
Review budget weekly	Number	n/a	n/a	20	28
Efficiency Measure					
Grant funding secured	Dollars	n/a	\$40,000	\$350,000	\$35,000
Monthly status reports provided	Number	n/a	n/a	5	7

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	0	0	37,664	0	37,664
Non Personal Expenditures	20,173	20,000	92,380	0	92,380
Capital Expenditures	0	0	26,900	0	26,900
Transfer Expenditures	424,243	425,831	420,932	0	420,932
Totals	\$444,416	\$445,831	\$577,876	\$0	\$577,876

Personnel Summary

Actual Positions	0.00	1.00	0.00	1.00
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**GENERAL SERVICES
FEDERAL BUILDING**

Revenue Summary

	Total
<hr/> RENTS & ROYALTIES <hr/>	<hr/> 70,642 <hr/>
	\$70,642

GENERAL SERVICES

Testing and balancing the HVAC system

This budget issue funds the testing and balancing of the air conditioning system in the City Hall complex to balance the air flow and increase comfort levels throughout the complex.

Cost of Issue

Personal Services	0
Non Personal	18,955
Capital	0
Transfers	<u>0</u>
Total	\$18,955