

# GENERAL SERVICES

## Mission Statement

To provide administrative direction and operational support services for the City. The department strives to provide the highest level of services to all customers both internal and external.

## 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 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|--|-------------------|-------------------|-------------------------|-------------------|-------------------|
| 024611 GENERAL SERVICES ADMINISTRATION | 159,122           | 175,330           | 209,605                 | 0                 | 209,605           |
| 024613 PURCHASING                      | 136,039           | 143,212           | 168,966                 | 0                 | 168,966           |
| 024615 CAPITAL PROJECTS                | 425,831           | 482,295           | 660,807                 | 0                 | 660,807           |
| 024616 MAINTENANCE OF CITY HALL        | 384,269           | 454,562           | 456,353                 | 0                 | 456,353           |
| 024617 MAIL/COURIER SERVICE            | 107,843           | 115,081           | 126,073                 | 0                 | 126,073           |
| 024619 FEDERAL BUILDING                | 8,427             | 156,944           | 243,691                 | 28,922            | 272,613           |
| Totals                                 | \$1,221,531       | \$1,527,424       | \$1,865,495             | \$28,922          | \$1,894,417       |

## Department Expenditures By Category

|                           | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 405,927           | 449,313           | 516,104                 | 27,422            | 543,526           |
| Non Personal Expenditures | 380,763           | 568,116           | 669,684                 | 0                 | 669,684           |
| Capital Expenditures      | 9,010             | 89,063            | 253,900                 | 1,500             | 255,400           |
| Transfer Expenditures     | 425,831           | 420,932           | 425,807                 | 0                 | 425,807           |
| Totals                    | \$1,221,531       | \$1,527,424       | \$1,865,495             | \$28,922          | \$1,894,417       |

## Personnel Summary

|                  |      |      |      |       |
|------------------|------|------|------|-------|
| Actual Positions | 8.63 | 9.38 | 2.00 | 11.38 |
|------------------|------|------|------|-------|

## Revenue Summary

|                              | Total     |
|------------------------------|-----------|
| INTERGOVERNMENTAL            | 8,000     |
| RENTS & ROYALTIES            | 167,681   |
| OTHER MISCELLANEOUS REVENUES | 500       |
|                              | \$176,181 |

# GENERAL SERVICES

## GENERAL SERVICES ADMINISTRATION

### **Mission Statement**

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

### **Description of Operations**

The General Services Administration division provides the City of Sarasota with professional administrative direction, efficient operational support services and controls uniform central government processes. General Services reviews and revises city administrative regulations to ensure that the City operates efficiently and effectively and remains in compliance with Florida statutes. General Services is responsible for providing construction project management oversight of all facilities related construction projects. The department maintains and controls a database for all city leased properties, procurement contracts and agreements. 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, administration of a comprehensive property management system, lease administration, a facilities space planning, 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.

### **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.

To review and maintain a database for city vehicles.

To provide construction project management for the City Hall Annex Complex.

### **Performance Measures**

| Description                          | Unit   | FY 2001 | FY 2002 | FY 2003 | FY 2004 |
|--------------------------------------|--------|---------|---------|---------|---------|
| <b>Output Measure</b>                |        |         |         |         |         |
| Vehicles registered                  | Number | 75      | 83      | 100     | 100     |
| Employees trained at orientation     | Number | n/a     | n/a     | 75      | 75      |
| <b>Effectiveness Measure</b>         |        |         |         |         |         |
| Admin regulations created or revised | Number | 3       | 5       | 5       | 7       |
| Property leases managed              | Number | 44      | 44      | 50      | 50      |
| Properties managed                   | Number | n/a     | 198     | 204     | 204     |
| Property appraisals conducted        | Number | 5       | 6       | 10      | 10      |

# GENERAL SERVICES

## GENERAL SERVICES ADMINISTRATION

### Efficiency Measure

|                                       |        |     |     |    |    |
|---------------------------------------|--------|-----|-----|----|----|
| Conduct auctions for surplus property | Number | 4   | 6   | 10 | 12 |
| Unscheduled special projects          | Number | n/a | n/a | 5  | 7  |

### Goal - Responsible City Government

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

### Objectives

To provide administrative control through the establishment of procedures affecting City government administrative services. To provide a check and balance for City processes.

### Performance Measures

| Description                         | Unit    | FY 2001  | FY 2002   | FY 2003   | FY 2004   |
|-------------------------------------|---------|----------|-----------|-----------|-----------|
| <b>Output Measure</b>               |         |          |           |           |           |
| Switchboard calls per month         | Number  | 1,150    | 1,500     | 1,500     | 1,500     |
| Travel requests processed           | Number  | 2,600    | 3,000     | 3,200     | 4,000     |
| <b>Effectiveness Measure</b>        |         |          |           |           |           |
| Funds generated-city asset disposal | Dollars | \$48,000 | \$65,000  | \$140,000 | \$160,000 |
| Grant funding secured               | Dollars | \$40,000 | \$350,000 | \$0       | \$35,000  |
| Travel reconciliations audited      | Number  | 2,600    | 3,000     | 3,200     | 4,000     |

### Expenditures By Category

|                           | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 142,330           | 149,329           | 180,033                 | 0                 | 180,033           |
| Non Personal Expenditures | 14,820            | 26,001            | 28,272                  | 0                 | 28,272            |
| Capital Expenditures      | 1,972             | 0                 | 1,300                   | 0                 | 1,300             |
| Totals                    | \$159,122         | \$175,330         | \$209,605               | \$0               | \$209,605         |

### Personnel Summary

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 2.13 | 2.63 | 0.00 | 2.63 |
|------------------|------|------|------|------|

# GENERAL SERVICES PURCHASING

## **Mission Statement**

To develop, advocate and evaluate procurement 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 review and approval of all purchase orders, 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.

Continually enhance and update electronic capability for procurement opportunities and status reporting for internal and external users.

Enhance and update "How To " purchasing manual for internal customers.

To increase participation in professional purchasing organizations.

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

Pursue a "direct purchase program" and utilize a "City Card" for certain purchases controlled by Purchasing and Stores.

To maintain an up to date web page with all procurement opportunities.

## **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 promote the use of Demandstar and coordinate procedures for electronic bid notification and solicitation.

To increase responsiveness to the needs of internal departments.

To incorporate environmentally preferable purchasing measures and procedures into City purchasing policies.

# GENERAL SERVICES PURCHASING

## Performance Measures

| Description                           | Unit    | FY 2001 | FY 2002 | FY 2003 | FY 2004  |
|---------------------------------------|---------|---------|---------|---------|----------|
| <b>Output Measure</b>                 |         |         |         |         |          |
| Purchase orders processed             | Number  | 5,800   | 6,670   | 7,200   | 7,500    |
| Dollar value of purchases             | Dollars | \$45m   | \$45m   | \$50m   | \$65m    |
| Construction bids                     | Number  | n/a     | 22      | 25      | 30       |
| Consultant bids/rfp's                 | Number  | n/a     | 8       | 10      | 12       |
| Commodity bids                        | Number  | n/a     | 24      | 25      | 30       |
| Service bids                          | Number  | n/a     | 23      | 25      | 30       |
| Contracts administered                | Number  | n/a     | 33      | 60      | 72       |
| Pre-bid meetings                      | Number  | n/a     | n/a     | 25      | 30       |
| Evaluation committee meetings         | Number  | n/a     | n/a     | 10      | 12       |
| Cooperative meetings                  | Number  | n/a     | 4       | 6       | 8        |
| <b>Efficiency Measure</b>             |         |         |         |         |          |
| Responses to bids/RFP's               | Number  | 800     | 950     | 1,050   | 1,200    |
| Postage savings/electronic bid notice | Dollars | n/a     | n/a     | \$1,510 | \$1,675  |
| Duplicating savings/Demandstar        | Dollars | n/a     | n/a     | \$9,447 | \$10,497 |
| Proper PO's processed w/i 24 hrs      | Percent | n/a     | n/a     | 100     | 100      |
| Purchasing manual employee training   | Number  | n/a     | n/a     | 180     | 180      |

## Expenditures By Category

|                           | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 122,318           | 124,604           | 141,866                 | -1,500            | 140,366           |
| Non Personal Expenditures | 12,651            | 17,808            | 23,500                  | 0                 | 23,500            |
| Capital Expenditures      | 1,070             | 800               | 3,600                   | 1,500             | 5,100             |
| <b>Totals</b>             | \$136,039         | \$143,212         | \$168,966               | \$0               | \$168,966         |

## Personnel Summary

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 2.50 | 2.75 | 1.00 | 3.75 |
|------------------|------|------|------|------|

# GENERAL SERVICES CAPITAL PROJECTS

## Description of Operations

For the 2003-04 fiscal year, the General Services Department created a new cost center that reflects debt service on the Federal Building and capital projects/enhancements. These items were separated from the operating cost centers as they can distort the comparability of the financial numbers due to their variability from year to year.

## Expenditures By Category

|                       | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|-----------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Capital Expenditures  | 0                 | 61,363            | 235,000                 | 0                 | 235,000           |
| Transfer Expenditures | 425,831           | 420,932           | 425,807                 | 0                 | 425,807           |
| Totals                | \$425,831         | \$482,295         | \$660,807               | \$0               | \$660,807         |

## Personnel Summary

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 0.00 | 0.00 | 0.00 | 0.00 |
|------------------|------|------|------|------|

# GENERAL SERVICES MAINTENANCE OF CITY HALL

## Mission Statement

City Hall Maintenance is responsible for providing professional facilities management services to the city hall/annex. This includes providing 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. 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 Maintenance division recommends and coordinates major repairs to ensure the structural integrity of our buildings of responsibility. Maintenance staff is crossed trained to perform duties in any of the three complexes. This year, General Services Maintenance will be responsible for the maintenance and upkeep of the Rosemary sub-station and a portion of the costs associated with the occupancy of the Redevelopment office in the MLK Sub-station. Those costs are reflected in the budget for this cost center and have been removed from the Police budget.

## Goal - Attractive, Safe & Environmentally-Friendly City

To provide an attractive and safe City Hall Complex and City Building Complex for internal and external customers.

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

## Objectives

To provide security in the form of a security access card system to City Hall and the Annex and the City's Federal Building.

To continue the level of janitorial duties to ensure a safe and clean environment to internal and external customers.

Cross train maintenance staff to provide uninterrupted service at City Hall Complex and the City Building.

To continue to provide monthly inspections of air handlers, air filters, pumps and fountain.

To successfully manage the City Hall/Annex construction project for departments remaining in these buildings. This includes space analysis, design, construction management and budget control.

## Performance Measures

| Description                             | Unit    | FY 2001 | FY 2002 | FY 2003 | FY 2004 |
|---|---------|---------|---------|---------|---------|
| <b>Input Measure</b>                    |         |         |         |         |         |
| Square feet maintained                  | Number  | n/a     | 55,000  | 55,000  | 55,000  |
| Service requests received/month         | Number  | n/a     | n/a     | 75      | 87      |
| <b>Output Measure</b>                   |         |         |         |         |         |
| CC meetings proctored by staff          | Number  | n/a     | n/a     | 48      | 58      |
| <b>Effectiveness Measure</b>            |         |         |         |         |         |
| PM's completed on schedule              | Percent | n/a     | 100     | 100     | 100     |
| Service requests completed/month        | Number  | n/a     | n/a     | 75      | 87      |
| <b>Efficiency Measure</b>               |         |         |         |         |         |
| Contracted cost per sq. foot janitorial | Dollars | n/a     | \$1.05  | \$1.20  | \$1.20  |
| HVAC contractor requests/month          | Number  | n/a     | 10      | 6       | 1       |
| Unscheduled service requests/month      | Number  | n/a     | n/a     | 25      | 35      |
| Unscheduled events preparation          | Number  | n/a     | n/a     | 16      | 24      |

# GENERAL SERVICES MAINTENANCE OF CITY HALL

## Expenditures By Category

|                           | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 98,829            | 94,899            | 99,685                  | 0                 | 99,685            |
| Non Personal Expenditures | 279,472           | 359,663           | 348,668                 | 0                 | 348,668           |
| Capital Expenditures      | 5,968             | 0                 | 8,000                   | 0                 | 8,000             |
| Transfer Expenditures     | 0                 | 0                 | 0                       | 0                 | 0                 |
| Totals                    | \$384,269         | \$454,562         | \$456,353               | \$0               | \$456,353         |

## Personnel Summary

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 2.00 | 2.00 | 0.00 | 2.00 |
|------------------|------|------|------|------|

# 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 has proceeded to Phase II which will produce a savings larger than last year, approx \$8,000.

Monthly water utility bills and other public information is mailed to the general public, including public notices, public hearings, Van Wezel brochures, neighborhood information, and news letters, reach many citizens with inserts containing important information.

The increase in the operations budget this year is for a new rapid inserter machine. This will enable the department to continue to perform at the level of efficiency required by the City departments and customers.

### 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 Complex and City Federal Building departments twice a day as required.

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 the city's contracted bulk mail service.

### Performance Measures

| Description                          | Unit    | FY 2001   | FY 2002   | FY 2003   | FY 2004   |
|--------------------------------------|---------|-----------|-----------|-----------|-----------|
| <b>Output Measure</b>                |         |           |           |           |           |
| Pieces of mail handled               | Number  | 1,100,000 | 1,181,000 | 1,250,000 | 1,250,000 |
| Mail deliveries/day                  | Number  | 2         | 2         | 2         | 2         |
| Post office trips per day            | Number  | n/a       | n/a       | 3         | 3         |
| <b>Effectiveness Measure</b>         |         |           |           |           |           |
| Special courier deliveries/month     | Number  | n/a       | n/a       | 27        | 45        |
| Number of departments receiving mail | Number  | n/a       | 24        | 26        | 27        |
| <b>Efficiency Measure</b>            |         |           |           |           |           |
| Postage savings through Access Mail  | Dollars | n/a       | \$6,700   | \$8,000   | \$8,000   |

### Expenditures By Category

|                           | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 42,450            | 42,817            | 44,727                  | 0                 | 44,727            |
| Non Personal Expenditures | 65,393            | 72,264            | 81,346                  | 0                 | 81,346            |
| <b>Totals</b>             | \$107,843         | \$115,081         | \$126,073               | \$0               | \$126,073         |

**GENERAL SERVICES  
MAIL/COURIER SERVICE**

**Personnel Summary**

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 1.00 | 1.00 | 0.00 | 1.00 |
|------------------|------|------|------|------|

**Revenue Summary**

|                         | <b>Total</b>  |
|-------------------------|---------------|
| <hr/> INTERGOVERNMENTAL | 8,000         |
|                         | <hr/> \$8,000 |

# GENERAL SERVICES FEDERAL BUILDING

## Mission Statement

To provide facilities management services to the historic City Federal building. To provide operational support for all mechanical services. To meet the customer service needs of the occupants and guests to the building, including but not limited to janitorial, vending and cafeteria management, security, and maintenance support.

## Description of Operations

The historic 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 be completed mid-May 2003. City departments are scheduled to relocate to the newly finished facility in June 2003.

The department will be responsible for providing facilities management support services to all occupants and guests of the city. This will include all customer support operations such as janitorial, cafeteria and vending management, security, meeting support, response to alarms and scheduled preventative maintenance tasks. This budget includes a full year of estimated operating costs, offset by the revenue from the OHCD and SBNEP departments.

## Goal - Attractive, Safe & Environmentally-Friendly City

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

## Objectives

To successfully relocate the General Service/Purchasing, Sarasota Bay Estuary, Housing and Community Development and the Human Resource Departments into the City Building in a smooth and effective manner.

Provide a safe, clean and comfortable environment for employees and our customers.

## Performance Measures

| Description                      | Unit    | FY 2001  | FY 2002   | FY 2003 | FY 2004  |
|----------------------------------|---------|----------|-----------|---------|----------|
| <b>Output Measure</b>            |         |          |           |         |          |
| Service requests processed/month | Number  | n/a      | n/a       | 45      | 60       |
| <b>Efficiency Measure</b>        |         |          |           |         |          |
| Grant funding secured            | Dollars | \$40,000 | \$350,000 | \$0     | \$35,000 |
| Janitorial cost/sq.ft.           | Dollars | n/a      | n/a       | \$1.50  | \$1.50   |

## Expenditures By Category

|                           | FY 2002<br>Actual | FY 2003<br>Budget | FY 2004<br>Continuation | FY 2004<br>Issues | FY 2004<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 0                 | 37,664            | 49,793                  | 28,922            | 78,715            |
| Non Personal Expenditures | 8,427             | 92,380            | 187,898                 | 0                 | 187,898           |
| Capital Expenditures      | 0                 | 26,900            | 6,000                   | 0                 | 6,000             |
| <b>Totals</b>             | <b>\$8,427</b>    | <b>\$156,944</b>  | <b>\$243,691</b>        | <b>\$28,922</b>   | <b>\$272,613</b>  |

**GENERAL SERVICES  
FEDERAL BUILDING**

**Personnel Summary**

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 1.00 | 1.00 | 1.00 | 2.00 |
|------------------|------|------|------|------|

**Revenue Summary**

|                         | <b>Total</b>    |
|-------------------------|-----------------|
| <hr/> RENTS & ROYALTIES | 167,181         |
|                         | <hr/> \$167,181 |

# PURCHASING

## Contract/Business Manager

The Purchasing division of the General Services Department is requesting a Grade Level 18 for a Contract/Business Manager. This position will assist in contract administration and the direct purchase program monitoring. The position will be fully funded from the savings generated by the direct purchase program which consists of savings from construction contracting. The administrative attention to specification development and award, and the education of staff and contractors concerning this program is paramount to its success. Specifications will be written so that contractors will separate labor and associated costs from material costs. The material items would then be assessed as to the savings to the City that could be generated from tax savings at 6.5%. General Services, Public Works and Engineering staff will continue to analyze savings opportunities through the direct purchase of goods when contracting to avoid the payment of Sales tax. As the contracts develop the three departments will review the potential for savings. If the estimated savings are as anticipated we will proceed with the hiring of a contract employee for one half of the year. If the projects are delayed or will not be undertaken then the program will be reevaluated in order to insure that any expenditure necessary would not exceed the benefit to the City. Since the budget begins in October, preparation of request for proposals for the design portion of many of the projects would have to be undertaken in the first half of the budget year. Once the design has been completed the second half of the year would be the critical time for the construction portion of the various projects and thus the direct purchase initiative. Therefore, it is estimated that approximately \$25,000.00 would be required to be saved from the capital projects to fund the position from March 1 until September 30, 2004.

As previously stated, the success of the program in generating savings would be the requirement for the continuation of the position. Should there be issues that arise that prevent the desired savings, including excess administrative effort required in order to generate the savings, then the position and the program would be discontinued.

### Cost of Issue

|           |        |
|-----------|--------|
| Personal  | -1,500 |
| Operating | 0      |
| Capital   | 1,500  |
| Transfers | 0      |
| <hr/>     |        |
| Total     | \$0    |

# FEDERAL BUILDING

## Customer Service Representative/Recept.

This position is being proposed to hire a full time Customer Service Representative/Receptionist in the Federal Building. The Federal building is anticipated to be occupied in June 2003. There is a built in reception desk in the center of the lobby giving this position full control of all visitors entering the building.

This person's duties would include: Answering all telephone switchboard calls: Receive and sort UPS/FEDEX/Airborn packages. Greet guests. Schedule conference rooms. Provide directions and general information. First line security to report any suspicious behavior to appropriate department or agency.

### Cost of Issue

|           |          |
|-----------|----------|
| Personal  | 28,922   |
| Operating | 0        |
| Capital   | 0        |
| Transfers | 0        |
| <hr/>     |          |
| Total     | \$28,922 |