

# 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, Asset Management, 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, including property management, administration of the City's leaseholds, including the acquisition and disposal of real property, tracking and disposal of all City assets, review and approval of all travel and responsibility for the City's switchboard. The Purchasing and Central Stores divisions are responsible for the procurement of goods and services including construction and professional services, annual bid development, a direct purchase program, a procurement card program, environmentally sensitive products program and contract administration. Central Stores provides a low cost, convenient inventory of commonly used consumable supplies. City Hall Maintenance is responsible for the maintenance, operation and repair of City Hall buildings, the Federal Building, the MLK Redevelopment office and the Public Works administration center located on 12th Street. 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. 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 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
024611 GENERAL SERVICES ADMINISTRATION	231,367	267,973	282,152	-7,000	275,152
024613 PURCHASING	193,259	266,873	271,112	-1,500	269,612
024615 CAPITAL PROJECTS	1,017,537	1,204,247	1,206,222	-134,142	1,072,080
024616 MAINTENANCE OF CITY HALL	624,714	730,002	795,391	-147,079	648,312
024617 MAIL/COURIER SERVICE	139,826	154,098	170,455	0	170,455
024619 FEDERAL BUILDING	266,833	375,809	438,079	-101,531	336,548
Totals	\$2,473,536	\$2,999,002	\$3,163,411	-\$391,252	\$2,772,159

## Department Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	626,311	837,066	908,981	-93,453	815,528
Non Personal Expenditures	693,632	769,969	860,288	-59,575	800,713
Capital Expenditures	634,919	875,850	875,650	-170,992	704,658
Transfer Expenditures	518,674	516,117	518,492	-67,232	451,260
Totals	\$2,473,536	\$2,999,002	\$3,163,411	-\$391,252	\$2,772,159

## Personnel Summary

Actual Positions	15.13	15.13	-2.00	13.13
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# GENERAL SERVICES

## Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
CHARGES FOR SERVICES	555	500	800	0	800
RENTS & ROYALTIES	162,158	158,602	155,247	0	155,247
OTHER MISCELLANEOUS REVENUES	75	47,500	750	0	750
INTRAGOVERNMENTAL SERVICES	874	20,173	0	0	0
Totals	\$163,662	\$226,775	\$156,797	\$0	\$156,797

# 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, construction management oversight, acquisition and disposal of real property, lease administration, travel, asset management, building 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 owned and leased properties, procurement contracts and agreements. The department is responsible for administrative oversight for all City Requests for Proposal (RFP), bids and purchase expenditures and the development of e-procurement, while also overseeing the renovation of City facilities. Additional areas of responsibility include administration of a comprehensive property management system, lease administration, facilities space planning, City vehicle registrations, vehicle transfers, management of City Hall maintenance, a central stores division, duplicating, mail service, travel and reconciliation of travel for City employees, City switchboard operation, petty cash and petty cash custodians.

### STRATEGIC PLAN

#### Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

**Strategy** - Improve overall efficiency and citizen access to government services through re-engineering of existing business processes.

**Objective** - Undertake Citywide departmental business process analysis.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Review system delivery for possible recommendations for technology enhancements. Status - Review of business processes is currently 20% complete. Anticipate completion at end of FY 2007-08.	Yes	2008	\$0

**Objective** - Deliver business process products and services to constituents.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Conduct six public information sessions to improve public awareness of procurement services. Status - Staff is part of regional network of procurement professionals and, as such, has the capacity to participate in public awareness events at the local and regional level. To date, four awareness sessions have taken place.	Yes	2007	\$0
Review city's Leaseholds to ensure the City's rental structure is consistent with market for For-Profit organizations. Status - Real estate analysis is underway, with market and industry analysis.	Yes	2008	\$0

#### Strategic Goal - Viable, Safe and Diverse Neighborhoods and Businesses that Work Together

**Strategy** - Provide a safe community.

**Objective** - Completion and annual update of a Continuity of Operations (COOP) Plan to ensure government operations during a state of emergency.

# GENERAL SERVICES

## GENERAL SERVICES ADMINISTRATION

Task	Current Funding	Fiscal Year Completed	Funds Required
All key staff for emergency operations are scheduled to be fully trained by September, 2007. Status - Department Director and Purchasing Manager are fully trained and certified. Staff is 90% trained and will be fully compliant by the 2007 deadline. Classes have been scheduled to accomplish this task in a timely manner.	Yes	2007	\$0
Develop contingency contracts for the city to utilize if needed during an emergency to ensure business continuity. Status - Key services and products have been identified. State contracts have been reviewed and compiled for City use. New agreements are 80% complete with the balance expected to be completed within the next 60 days. These contracts, along with the department COOP Plan, will be reviewed every year for both renewals and appropriateness. If new contracts are necessary, this office will negotiate and bring forward for City approval. Department's COOP Plan is 100% complete.	Yes	2007	\$0

### OPERATIONAL FOCUS

#### Strategy

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.

#### Task

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

To dispose of real and surplus property to generate revenue for the city and enhance the tax rolls.

Continue to review, and where necessary, revise the City's administrative regulations to allow the City to operate efficiently and effectively and streamline processes.

To oversee and administer the City's leaseholds and contracts to ensure compliance with requirements and to ensure that market rents are incorporated where practical.

Provide construction project management for the City Hall Annex Renovation project to ensure proper expenditure of city funds.

To review and maintain a database for city vehicles.

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 for compliance.

To acquire property in furtherance of the city's development goals which may include affordable housing goals.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
<b>Output Measure</b>					
Travel / reconciliation transactions	Number	1,350	2,850	2,950	3,000
<b>Effectiveness Measure</b>					
Property appraisals conducted	Number	3	8	12	8
Admin regs created or revised	Number	1	2	2	4
Property leases managed	Number	58	63	63	65
<b>Efficiency Measure</b>					
Switchboard calls per month	Number	1,500	1,800	2,000	2,100
Funds generated-City asset disposal	Dollars	\$140,000	\$45,423	\$100,000	\$100,000

**GENERAL SERVICES  
GENERAL SERVICES ADMINISTRATION**

**Expenditures By Category**

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	198,840	222,305	235,184	0	235,184
Non Personal Expenditures	30,956	40,118	41,418	-2,750	38,668
Capital Expenditures	1,571	5,550	5,550	-4,250	1,300
Totals	\$231,367	\$267,973	\$282,152	-\$7,000	\$275,152

**Personnel Summary**

Actual Positions	2.63	2.63	0.00	2.63
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**Revenue Summary**

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
CHARGES FOR SERVICES	0	0	300	0	300
OTHER MISCELLANEOUS REVENUES	6	0	750	0	750
INTRAGOVERNMENTAL SERVICES	454	665	0	0	0
Totals	\$460	\$665	\$1,050	\$0	\$1,050

# 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 for all City agencies.

## 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. The procurement division actively pursues environmentally preferable products and strives to meet established green standards. 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, the development of Requests for Proposal (RFP), contract administration, development of E-procurement, and the disposal of obsolete and surplus material. The department has implemented a procurement card program for the purchase of goods and services for city agencies.

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

## STRATEGIC PLAN

### Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

**Strategy** - Improve overall efficiency and citizen access to government services through re-engineering of existing business processes.

**Objective** - Undertake Citywide departmental business process analysis.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Review work flow process for efficiency. Status - Process analysis for procurement has commenced with anticipated completion with recommendations for the director by the end of the first quarter of FY 2007-08.	Yes	2007	\$0

**Objective** - Deliver business process products and services to constituents.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Provide informational sessions regarding the advantages of the DemandStar electronic bid notification system with the vendor community. Status - To date, the City's Purchasing Department has participated in 6 reverse auctions with Sarasota County and provided the vendor community with this information and training.	Yes	2007	\$0

### Strategic Goal - An Attractive, Environmentally-Friendly Community that is Safe and Livable and Provides an Array of Cultural and Aesthetic Enjoyments

**Strategy** - Minimize City impact on natural environment.

**Objective** - Maximize operational performance and efficiency while minimizing the environmental impacts of City buildings.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Incorporate LEED-EB (Leadership in Energy and Environmental Design for Existing Buildings) guidelines in City bid and RFP specifications. Status - Language changes to incorporate LEED guidelines has been completed for City RFP's with architects and engineers. The process commenced in October, 2006 for the construction bid specifications and is expected to be completed by the end of the third quarter of FY 2006-07.	Yes	2007	\$0
Continue to monitor the marketplace for environmentally preferable products	Yes	2008	\$0

# GENERAL SERVICES PURCHASING

and equipment to serve the needs of the city.

Status - On an ongoing basis, procurement staff will meet and discuss the quality of new products for possible city use by certified agencies.

## OPERATIONAL FOCUS

### Strategy

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.

### Task

Initiate a Purchasing Card program for use by the City for the purchase of major equipment and services where allowed, and selected departments for purchasing small dollar items.

Continuous review of processes and procedures for streamlining and efficiencies.

To increase participation with Cooperative Purchasing bids to ensure best pricing for the City.

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.

Provide how-to business seminars for consultants, contractors, suppliers and vendors to simplify process.

Provide professional level training for procurement staff to increase effectiveness and maintain certifications.

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

Reduce city-wide expenditures by standardization of commonly used items including equipment to receive the best cost for the city.

### Strategy

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.

### Task

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

To continue encouragement of minority business enterprise bidders.

To increase responsiveness to the needs of internal departments.

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

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
<b>Output Measure</b>					
Purchase orders processed	Number	7,626	7,373	7,500	7,550
Dollar value of purchases	Dollars	\$50m	\$50m	\$51m	\$51m
Consultant bids/rfp's	Number	25	31	33	35
Equip/supply bids	Number	23	23	25	27
Construction/service bids	Number	25	31	33	35
Contracts administered, incl piggy-backs	Number	75	120	125	128
Cooperative meetings	Number	8	10	10	10
P-Card transactions	Number	n/a	n/a	150	1,500

## GENERAL SERVICES PURCHASING

### Efficiency Measure

Responses to bids/RFP's	Number	1,398	1,623	1,650	1,675
Postage savings/electronic bid notice	Dollars	\$2,300	\$2,500	\$2,600	\$2,700
Duplicating savings/Demandstar	Dollars	\$9,800	\$14,200	\$14,500	\$14,600
Proper PO's processed w/in 48 hours	Percent	98	98	98	98
Purchasing manual employee training	Number	60	100	100	60
Purchasing card incentive revenue	Dollars	\$0	\$0	\$0	\$40,000

### Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	163,869	233,028	237,267	0	237,267
Non Personal Expenditures	25,954	31,345	31,345	0	31,345
Capital Expenditures	3,436	2,500	2,500	-1,500	1,000
Totals	\$193,259	\$266,873	\$271,112	-\$1,500	\$269,612

### Personnel Summary

Actual Positions	4.50	4.50	0.00	4.50
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### Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
CHARGES FOR SERVICES	555	500	500	0	500
OTHER MISCELLANEOUS REVENUES	0	47,000	0	0	0
INTRAGOVERNMENTAL SERVICES	420	665	0	0	0
Totals	\$975	\$48,165	\$500	\$0	\$500

# GENERAL SERVICES CAPITAL PROJECTS

## Mission Statement

This cost center was established to provide for capital projects in City facilities and to report debt service payments related to building improvement.

## Description of Operations

This cost center was created to reflect debt service on the Federal Building and any significant capital projects/enhancements. These items were separated from the operating cost centers as they distort the comparability of the financial numbers due to their variability from year to year.

## Expenditures By Category

	FY 2006 Actual	FY 2007 Budget Continuation	FY 2008	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	0	0	0	0	0
Capital Expenditures	592,270	781,200	781,000	-134,142	646,858
Transfer Expenditures	425,267	423,047	425,222	0	425,222
Totals	\$1,017,537	\$1,204,247	\$1,206,222	-\$134,142	\$1,072,080

## Personnel Summary

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

## Mission Statement

City Hall Maintenance is responsible for providing professional facilities management services to City Hall, the City Hall Annex and selected outlying facilities. Also included is the mechanical building maintenance, structural review, janitorial, security, and project management. This is accomplished with staff and contract services to maintain a comfortable, clean, safe, environment for all City employees and the public.

## Description of Operations

City Hall Maintenance is responsible for providing facilities management for City facilities including City Hall, the City Hall Annex and the Federal building. This function has been expanded to include Central Records, MLK Redevelopment office, Rosemary police Sub-station and the City Public Works administration center located on 12th Street and oversight at the Van Wezel Performing Arts Hall.

This cost center 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 City Commission meetings is provided by the Maintenance Division. The Maintenance division recommends and coordinates major repairs to ensure the structural integrity of the buildings. Maintenance staff is cross trained to perform duties in any of the complexes.

General Services Maintenance is also responsible for the janitorial and mechanical upkeep of the Rosemary and MLK police sub-stations, the Central Records facility and the City Public Works administration center located on 12th Street.

## STRATEGIC PLAN

### Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

**Strategy** - Improve overall efficiency and citizen access to government services through re-engineering of existing business processes.

**Objective** - Improve departmental business processes based upon mapping.

Task	Current Funding	Fiscal Year Completed	Funds Required
Undertake mechanical engineering review of building systems for status of equipment and replacement schedule. Status - Process has begun for selection of mechanical engineer. Anticipate site review completion by end of the second quarter of FY 2006-07 with recommendations to be provided to management for review.	Yes	2007	\$0

### Strategic Goal - An Attractive, Environmentally-Friendly Community that is Safe and Livable and Provides an Array of Cultural and Aesthetic Enjoyments

**Strategy** - Increase aesthetic appeal of City through public art.

**Objective** - Expand the City Hall Art Program.

Task	Current Funding	Fiscal Year Completed	Funds Required
As the City Hall renovation nears completion, expand the art program to the newly renovated departments. Status - Renovation project is scheduled for completion by the end of FY 2006/07. The art has been expanded into all employee areas. General Services staff has procured the appropriate hangers to complete the process.	Yes	2007	\$0

### Strategic Goal - Well-Maintained and Future-Oriented Infrastructure

**Strategy** - Ensure long-term funding and viability of City infrastructure.

## GENERAL SERVICES MAINTENANCE OF CITY HALL

**Objective** - Complete renovation of City Hall to optimize space available for employees.

Task	Current Funding	Fiscal Year Completed	Funds Required
Complete City Hall renovation on schedule. Public restrooms, security desk and elevator renovations, along with the implementation of a card access system, will be completed by August, 2007. Status - All employee areas have been renovated and the project is complete. The department is now looking at renovating the elevators, public restrooms and security desk with completion anticipated by August, 2007.	Yes	2006	\$0

**Objective** - Key City facilities will undergo wind load hardening to increase the likelihood of City facilities withstanding natural disasters.

Task	Current Funding	Fiscal Year Completed	Funds Required
Review engineering study regarding costs associated with hardening key City facilities to withstand windloads. Recommend to the City Commission those facilities recommended for hardening. Status - Study and review of engineering report has been completed. Recommendations to the City Commission for hardening facilities include City Hall/ Annex and Central Records for the initial phase. Roof enhancements have been completed and window enhancements are scheduled. The next phase will be the City Hall building.	Yes	2007	\$0

### **OPERATIONAL FOCUS**

#### **Strategy**

To provide an environmentally friendly City Hall and City Hall Annex complex by purchasing and using green cleaning products.

#### **Task**

To provide security in the form of a security access card system to City Hall and City Hall Annex buildings now that the renovation is all most complete. This is an ongoing process as renovations are finishing at City Hall. The goal is to have one system Citywide for all facilities.

To provide a high level of janitorial services and to use environment friendly green cleaning products and pest control products. This is an ongoing process throughout the year.

To successfully manage the City Hall/Annex construction renovation project for departments who will be moving from their current areas into new space.

To actively participate in the Mayor's Environmental Climate Protection Initiative.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
<b>Input Measure</b>					
Square feet maintained	Number	55,000	58,000	65,000	85,000
<b>Output Measure</b>					
CC meetings proctored by staff	Number	63	65	75	80
<b>Effectiveness Measure</b>					
PM's completed on schedule	Percent	100	100	100	100
Facility service requests completed per year	Number	125	216	144	100
<b>Efficiency Measure</b>					
Janitorial cost per sq foot	Dollars	\$1.24	\$1.24	\$0.75	\$0.82

## GENERAL SERVICES MAINTENANCE OF CITY HALL

### Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	100,453	180,467	209,531	-45,502	164,029
Non Personal Expenditures	406,167	390,420	426,545	-19,800	406,745
Capital Expenditures	37,642	79,000	79,000	-27,500	51,500
Transfer Expenditures	80,452	80,115	80,315	-54,277	26,038
Totals	\$624,714	\$730,002	\$795,391	-\$147,079	\$648,312

### Personnel Summary

Actual Positions	4.00	4.00	-1.00	3.00
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### Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
INTRAGOVERNMENTAL SERVICES	0	18,843	0	0	0
Totals	\$0	\$18,843	\$0	\$0	\$0

# 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 provider, the City will save approximately \$18,000 in postage in FY 2007.

Water utility invoices and other public information are mailed monthly to the public. The material mailed consists of Van Wezel brochures, neighborhood information, community news letters and public service notices.

## STRATEGIC PLAN

### Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

**Strategy** - Improve overall efficiency and citizen access to government services through re-engineering of existing business processes.

**Objective** - Undertake Citywide departmental business process analysis.

Task	Current Funding	Fiscal Year Completed	Funds Required
Review current mail delivery system along with current equipment limitations and determine if process improvements are required. Status - Review of mail equipment has recently begun. Expect manufacturer recommendations by year end. After review, recommendations may be considered for implementation if within budget parameters. New mail vehicle has been purchased.	Yes	2007	\$0

## OPERATIONAL FOCUS

### Strategy

To provide efficient, timely and courteous mail and courier service to all City agencies. To utilize bulk mail carriers to effectuate savings for the city.

### Task

To continue reducing postage cost to the City through the City's contracted bulk mail service.  
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/Annex, the Federal Building and other City facilities.  
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.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
<b>Output Measure</b>					
Pieces of mail handled	Number	1,000,000	1,100,000	1,250,000	1,300,000
Mail deliveries, internal/external/day	Number	2	2	2	2
Post office trips per day	Number	3	3	3	3
<b>Effectiveness Measure</b>					
Special courier deliveries/month	Number	16	7	8	8
Number of departments receiving mail	Number	24	24	24	25
<b>Efficiency Measure</b>					
Postage savings through Access Mail	Dollars	\$18,000	\$18,000	\$18,500	\$18,500

**GENERAL SERVICES  
MAIL/COURIER SERVICE**

**Expenditures By Category**

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	54,363	55,078	58,235	0	58,235
Non Personal Expenditures	85,463	99,020	112,220	0	112,220
Totals	\$139,826	\$154,098	\$170,455	\$0	\$170,455

**Personnel Summary**

Actual Positions	1.00	1.00	0.00	1.00
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# 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 and 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 was complete in June, 2003 and several City departments relocated to the newly finished facility.

The department is responsible for providing project management and facilities management support services to all occupants and guests of the Federal Building. This includes all customer support operations such as janitorial, cafeteria and vending management, security, meeting support, response to alarms and scheduled preventative maintenance tasks. This budget is offset by lease revenue from the Office of Housing and Community Development (OHCD) and the Sarasota Bay National Estuary Program (SBNEP).

## OPERATIONAL FOCUS

### Strategy

Continually monitor the most cost effective and efficient means of building operation.

### Task

To continue to provide and use green cleaning products and pesticides to ensure a healthy environment for our internal and external customers.

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

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
<b>Output Measure</b>					
Facility service requests per year	Number	125	216	144	100
Meetings provided per month 3 bldgs	Number	135	155	165	165

## Expenditures By Category

	FY 2006 Actual	FY 2007 Budget Continuation	FY 2008	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	108,786	146,188	168,764	-47,951	120,813
Non Personal Expenditures	145,092	209,066	248,760	-37,025	211,735
Capital Expenditures	0	7,600	7,600	-3,600	4,000
Transfer Expenditures	12,955	12,955	12,955	-12,955	0
Totals	\$266,833	\$375,809	\$438,079	-\$101,531	\$336,548

## Personnel Summary

Actual Positions	3.00	3.00	-1.00	2.00
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## Revenue Summary

	FY 2006 Actual	FY 2007 Budget Continuation	FY 2008	FY 2008 Issues	FY 2008 Totals
RENTS & ROYALTIES	162,158	158,602	155,247	0	155,247
Totals	\$162,158	\$158,602	\$155,247	\$0	\$155,247

# GENERAL SERVICES

## Budget Reductions

These reductions total \$391,252. The decrease of \$134,142 in City Hall Hardening project affects the amount of building and structural repairs for the facility. The brick surrounding the outdoor pool needs to be repointed or replaced as does the brick wall on the south side of the building leading to the parking lots. Substantial cracks are beginning to emerge and spread, thus weakening the walls.

Removal of Equipment Replacement Transfers for \$67,232 will stop the funding of the fund established last year for equipment replacement of City Hall and the Federal Building mechanical systems. The reduction in the Building and Structures account of \$25,000 delays the Cooling Tower repairs and structural upgrades of the roof equipment including tie downs that were scheduled. Reducing City Hall maintenance by \$10,000 results in a reduction of the level of service for cleaning such as window cleaning, pressure washing, rug shampooing and floor stripping and waxing.

The elimination of the Administrative Specialist I position will result in Purchase Orders being processed only two times per week instead of daily processing. It will mean longer time to develop and issue BIDS and RFP's which will cause a time delay for projects. In addition, the department personnel will now have to answer the City's switchboard calls, meeting scheduling, and mail sorting for the Federal Building, as well as have no back up for the duplicating department.

The elimination of the Facilities Maintenance Specialist reduces the cleaning staff to two for cleaning City Hall, the Annex, Federal Building, north side of 12th Street, Central Records, and the Newtown Redevelopment office. With the reduced workforce, the level of service will decline and the day maintenance staff will attempt to assist with cleaning essential areas along with their regular duties. Restrooms will be cleaned 3 times a week, garbage pick up will be reduced to 3 times a week and these tasks will be supplemented by the day staff. Vacuuming will be monthly instead of weekly, and special cleanings will be on an as needed basis.

The elimination of \$30,000 in building maintenance at the Federal Building eliminates pressure washing per historic guidelines. Eliminate HVAC contract for filter changing in air handlers once a month and have staff perform this function for a budget reduction of \$5,500.

### Cost of Issue

Personal	-93,453
Operating	-59,575
Capital	-170,992
Transfers	-67,232
<hr/> Total	<hr/> -391,252
<b>Net Cost of Issue</b>	<b>-391,252</b>