



**Pasco County**  
**Fiscal Year 2016 Adopted Fiscal Plan**

## Internal Services

### Mission Statement

Internal Services' mission is to provide high quality, cost effective, and responsive services to Pasco County departments whose missions are to serve the public. Internal Service departments provide budget, facilities, fiscal, fleet, information technology, human resources, risk management, purchasing, and central stores services to County departments.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	11,539,732	12,445,927	14,412,623	14,714,704
Other Services & Charges	21,367,552	37,790,574	44,637,578	47,992,984
Materials & Supplies	11,130,559	11,126,940	14,156,089	12,611,267
Capital	731,231	9,775,652	11,655,329	16,807,982
Grants & Aids	653,810	653,810	673,810	653,810
Other Non-Operating	5,608,056	5,486,198	5,025,000	5,025,000
Chargebacks	(1,835,603)	(1,778,428)	(4,203,740)	(4,663,423)
<b>Total Budget</b>	<b>49,195,337</b>	<b>75,500,673</b>	<b>86,356,689</b>	<b>93,142,324</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	23,015,905	25,330,499	28,583,054	32,172,912
Intergovernmental Radio Communications Fund	121,625	61,638	266,052	265,784
Equipment Service Fund	18,343,736	26,679,633	31,771,910	33,539,641
County Insurance Fund	7,714,071	7,796,711	8,409,739	8,043,640
Health Self Insurance Fund	-	15,632,192	17,325,934	19,120,347
<b>Total Revenue</b>	<b>49,195,337</b>	<b>75,500,673</b>	<b>86,356,689</b>	<b>93,142,324</b>

<b>Position Summary by Division</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Internal Services Administration	2.00	3.00	3.00	3.00
Document Processing	7.00	-	-	-
Facilities Management	54.00	55.00	59.00	60.00
Fiscal Services	1.00	8.00	9.00	10.00
Fleet Management	40.00	41.00	40.00	42.00
Human Resources	13.00	15.00	16.00	16.00
Information Technology	71.00	68.00	71.00	72.00
Office of Management and Budget	10.00	9.00	9.00	10.00
Purchasing	14.00	16.00	16.00	16.00
<b>Total Full-Time FTE</b>	<b>212.00</b>	<b>215.00</b>	<b>223.00</b>	<b>229.00</b>
Document Processing	0.50	-	-	-
Facilities Management	0.60	0.60	0.60	0.60
Human Resources	0.50	0.50	0.50	0.50
<b>Total Part-Time FTE</b>	<b>1.60</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>
<b>Total FTE</b>	<b>213.60</b>	<b>216.10</b>	<b>224.10</b>	<b>230.10</b>



## Internal Services

### Internal Services Administration

#### Impact Statement

The primary mission of the Internal Services Administration Department is to provide support to all of the divisions that deliver services to all County departments/divisions.

Internal Services Administration provides effective management, coordination, and document processing services for the following departments: Facilities Management, Fiscal Services, Fleet Management, Human Resources, Information Technology, Management and Budget, and Purchasing.

#### Programs

INTERNAL SERVICES ADMINISTRATION: This program is created for the purposes of oversight of the entire Internal Services Branch. It includes the administrative and support activities that allow the Internal Services departments/divisions to effectively carry out program-related functions and associated activities. Program activities include, but are not limited to, management oversight, inter-agency/department coordination, workforce development, performance oversight, and document processing.

The Level of Service of this department is measured by how well the departments in the branch deliver their services. Branch-wide, the goal is to achieve a Customer Satisfaction score of at least a B in all departments and divisions, with the longer term target of achieving an A average. For the FY2015 survey results, 93.5% of the customers for Internal Services responded positively when asked about our overall performance. Conversely, when overall scores are looked at on a scale, the branch is rated as a "B" on a scale of A, B, C, & D with A being the best.

#### Budget Highlights

The Internal Services Administration FY2016 budget is relatively the same as FY2015. The increase reflects a 3% salary increase for all employees in the Department.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	176,679	213,742	247,422	262,015
Other Services & Charges	-	245	2,500	2,875
Materials & Supplies	1,325	3,536	1,919	2,188
<b>Total Budget</b>	<b>178,004</b>	<b>217,523</b>	<b>251,841</b>	<b>267,078</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	178,004	217,523	251,841	267,078
<b>Total Funding</b>	<b>178,004</b>	<b>217,523</b>	<b>251,841</b>	<b>267,078</b>

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Asst. County Administrator	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Document Specialist II	-	1.00	1.00	1.00
<b>Total Full-Time FTE</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Total FTE</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



## Internal Services Document Processing

### Budget Highlights

In FY2014, staff and costs associated with Document Processing were decentralized to better serve the branch they support.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	288,664	3,446	-	-
Other Services & Charges	2,630	-	-	-
Materials & Supplies	4,192	-	-	-
<b>Total Budget</b>	<b>295,486</b>	<b>3,446</b>	<b>-</b>	<b>-</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	295,486	3,446	-	-
<b>Total Funding</b>	<b>295,486</b>	<b>3,446</b>	<b>-</b>	<b>-</b>

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Document Specialist I	4.00	-	-	-
Document Specialist II	2.00	-	-	-
Document Supervisor	1.00	-	-	-
<b>Total Full-Time FTE</b>	<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
Document Specialist I	0.50	-	-	-
<b>Total Part-Time FTE</b>	<b>0.50</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FTE</b>	<b>7.50</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Internal Services Facilities Management

### Impact Statement

The mission of Facilities Management is to provide a wide range of services for the 488 County buildings and structures that impact employees who work in them, as well as citizens who visit them.

### Programs

FACILITIES MANAGEMENT: Although Facilities Management is one program, it provides its services through three primary activities; Project Management, Operations and Maintenance, and Asset Management. The Project Management Team is involved with managing capital projects that includes constructing new buildings and renovating, expanding and remodeling, existing County buildings. The Operations and Maintenance Team focuses on the maintenance and repair work from electrical, plumbing, carpentry, and HVAC to custodial, grounds maintenance, and other required services. The Asset Management Team is responsible for space planning and leasing as tenant and landlord; as well as overseeing energy management systems and solutions and other technical systems. In addition, they provide warehouse operations that stock and distribute the materials required to support the overall department.

The vast majority of the operating budget is related to Operations and Maintenance. The level of service (LOS) for Operations and Maintenance is related to the prioritization of work requests and the established goals for response and completion times associated with each request. Emergency and urgent work is categorized as Priority 1 and has a response goal of 2 hours and a completion goal of 1 day. Routine work is categorized as Priority 2 and has an assignment goal of 1 working day and a completion goal of 5 working days. Non routine work is categorized as Priority 3 and has an assignment goal of 1 working day and a completion goal of 15 working days. For each of the three priority levels, the department has on average provided services more quickly than the established completion goals (Priority 1 – .31 of a day, Priority 2 – .98 of a day, and Priority 3 – 5.58 days). In FY 2014, the Operations and Maintenance team completed 28,375 work orders with an overall customer performance rating of 4.92 out of 5 and is trending to complete over 29,000 work orders in FY2015 with a year- to-date overall performance rating of 4.88 out of 5. The target for overall performance was 3.80 out of 5 for both years. The goal for FY2016 is to achieve at least a 4 or better.

The LOS for Asset Management is related to the department’s ability to implement and update the Facilities Master Plan on an annual basis. Our goal is to validate and update 20% of the organization annually. This will ensure that the Facilities Master Plan is completely updated every 5 years on an ongoing basis.

The LOS for Construction Management is related to the specific budget and timelines associated with the individual projects. These measures are dependent upon client specific needs and the complexity of each project. In FY2014, the Construction Management team completed 15 projects valued at \$6,978,628 and anticipates completing 64 projects valued at \$40,830,103 for FY2015.

### Budget Highlights

Even though Facilities Management is mostly funded via general County revenue, the department does bring in a small amount of revenue into the General Fund for leases on County property. Revenue was reduced in FY2016 due to Facilities Management no longer managing vending machines throughout the County. Vending machine revenue is now managed by Human Resources and helps to fund wellness initiatives.

The majority of the increase in Facilities Management FY2016 expenditure budget is due to re-budgeting of projects that did not get completed in FY2015. Additionally, the budget reflects a 3% salary increase for all employees in the Department. Expected operating costs to maintain County facilities have increased for FY2016. The department was able to offset those expenditures by reducing the amount of planned maintenance projects. In addition, the department added one Custodian to the FY2016 budget to manage the janitorial services at the new Technology Center as this proved to be more cost effective than adding this building to the janitorial services contract.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	2,767,535	3,022,127	3,474,107	3,638,088
Other Services & Charges	6,473,489	6,687,158	8,165,194	8,683,707
Materials & Supplies	496,144	493,688	504,908	526,888
Capital	23,100	27,764	190,521	264,154
Grants & Aids	-	-	20,000	-
Chargebacks	(69,362)	(151,799)	(280,105)	(455,121)
<b>Total Budget</b>	<b>9,690,906</b>	<b>10,078,938</b>	<b>12,074,625</b>	<b>12,657,716</b>



**Pasco County**  
**Fiscal Year 2016 Adopted Fiscal Plan**

**Internal Services**  
**Facilities Management**

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	9,690,906	10,078,938	12,074,625	12,657,716
<b>Total Funding</b>	<b>9,690,906</b>	<b>10,078,938</b>	<b>12,074,625</b>	<b>12,657,716</b>

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Accountant I	1.00	-	-	-
Sr. Accounting Clerk	1.00	-	-	-
Secretary	1.00	1.00	1.00	-
Senior Secretary	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	-
DNU - Administrative Assistant	-	1.00	1.00	-
Project Manager	-	4.00	4.00	4.00
Sr. Project Clerk	1.00	1.00	1.00	1.00
Sr. Records Clerk	2.00	3.00	3.00	3.00
Records Clerk I	1.00	-	-	-
Groundskeeper	3.00	3.00	3.00	3.00
Administrative Services Manager	1.00	1.00	-	-
Facilities Records Technician	1.00	1.00	1.00	1.00
Construction Supervisor	2.00	-	-	-
Facilities Maintenance Manager	1.00	1.00	-	-
Facilities Management Director	1.00	1.00	1.00	1.00
Asst. Maintenance Supervisor	-	-	-	-
Maintenance Technician I	9.00	8.00	10.00	9.00
Maintenance Technician II	11.00	12.00	11.00	11.00
Maintenance Technician III	4.00	4.00	4.00	4.00
Maintenance Technician IV	3.00	3.00	3.00	3.00
Facilities Operations Supervisor	1.00	1.00	1.00	1.00
Facilities Operations Specialist	1.00	1.00	1.00	1.00
Energy Coordinator	1.00	1.00	1.00	1.00
Assistant Facilities Director	-	-	1.00	1.00
Custodian	2.00	2.00	4.00	5.00
Crew Leader	1.00	1.00	1.00	1.00
Labor Supervisor II	-	-	1.00	1.00
Quality Assurance/Quality Control Officer	-	-	-	1.00
Operations & Maintenance Manager	-	-	1.00	1.00
Maintenance Supervisor	3.00	3.00	3.00	3.00
Storekeeper II	1.00	1.00	-	-
Administrative Assistant	-	-	-	1.00
Lead Inventory Specialist	-	-	1.00	1.00
Project Specialist	-	-	-	1.00
<b>Total Full-Time FTE</b>	<b>54.00</b>	<b>55.00</b>	<b>59.00</b>	<b>60.00</b>
Storekeeper I	0.60	0.60	-	-
Inventory Specialist	-	-	0.60	0.60
<b>Total Part-Time FTE</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>
<b>Total FTE</b>	<b>54.60</b>	<b>55.60</b>	<b>59.60</b>	<b>60.60</b>



## Internal Services

### Fiscal Services

**Impact Statement**

The primary mission of the Pasco County Fiscal Services Department is to promote the financial integrity and operational efficiency of the Pasco County BCC through exceptional fiscal support and shared services.

The Fiscal Services Department’s vision is to help transform financial management and delivery of shared services through the BCC. We will provide excellent services and collaborate with and help other departments raise their level of performance.

We will meet our goals by introducing a level of efficiency, transparency, accountability, and customer service that positively affects the public’s perception of how Pasco County government works. The Fiscal Services department will be a valued partner for departments as they work to strengthen their own financial management and as they look for quality service providers, which can allow them to focus on their missions.

**Programs**

FISCAL SERVICES: Although Fiscal Services Department is a single program, the program provides six essential activities which are as follows:

1. Requisition preparation and processing. The goal is to process requisition requests that have complete information within 48 hrs. We currently process 160 requisitions per month and 98% are processed within 48 hours.
2. Invoice processing for payment and online record keeping of invoice status. The goal is to have payment requests delivered to Finance A/P within 48 hours of receipt of invoices from the operating departments. We currently process 2,120 invoices per month and 97% are processed within 48 hours.
3. Fiscal reporting and record keeping. Fiscal Services updates online budget to actual reports for customer departments on a weekly basis in addition to producing regular monthly reports. Weekly reports are completed every Monday 92% of the time with the remainder completed the next day. Monthly reports are completed immediately upon receipt of all required information, 97% of the time.
4. A/R general billing/invoicing for selected services provided by Pasco. The goal is to have the invoice prepared, sent, and posted within 48 hours of request to invoice by customer department. We currently produce 224 bills per month with 98% completed within the first week of the following month.
5. Project tracking and preparation of internal chargebacks. The goal is to have time sheets collected and posted to the project tracking data base weekly and appropriate chargebacks computed and allocated monthly. We currently process 390 time sheets monthly with chargebacks processed within 3 days of receipt of all required time sheets 98 % of the time.
6. Trouble shooting and problem resolution. The goal is to respond within the same day upon notice from customer departments of a fiscal problem/issue and provide resolution by the end of the next business day. We currently receive requests for 132 assistance events per month, completed within 24 hours 97% of the time.

**Budget Highlights**

The Fiscal Services FY2016 budget is relatively the same as prior year, but with 3 components that increased it. The increase reflects a 3% salary increase for all employees in the Department, the upgrading of an Accountant Clerk to a Senior Accounting Clerk, and the addition of a Budget Analyst II for assistance with the implementation of the enterprise-wide financial system. In addition, less charges to non-General Fund funds has decreased due to taking on additional work for the General Fund-based departments.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	104,122	338,858	503,660	575,071
Other Services & Charges	716	9,066	4,785	10,029
Materials & Supplies	2,964	6,089	8,290	4,070
Capital	-	1,599	-	-
Chargebacks	-	(21,242)	(74,782)	(67,532)
<b>Total Budget</b>	<b>107,802</b>	<b>334,370</b>	<b>441,953</b>	<b>521,638</b>



**Pasco County**  
**Fiscal Year 2016 Adopted Fiscal Plan**

**Internal Services**  
**Fiscal Services**

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	107,802	334,370	441,953	521,638
<b>Total Funding</b>	<b>107,802</b>	<b>334,370</b>	<b>441,953</b>	<b>521,638</b>

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Fiscal Services Director	1.00	1.00	1.00	1.00
Accountant I	-	1.00	1.00	1.00
Accountant II	-	-	1.00	1.00
Accounting Clerk	-	2.00	2.00	1.00
Sr. Accounting Clerk	-	2.00	3.00	4.00
Budget Analyst II	-	-	-	1.00
Sr. Project Clerk	-	1.00	-	-
Administrative Services Manager	-	1.00	-	-
Fiscal Services Manager	-	-	1.00	1.00
<b>Total Full-Time FTE</b>	<b>1.00</b>	<b>8.00</b>	<b>9.00</b>	<b>10.00</b>
<b>Total FTE</b>	<b>1.00</b>	<b>8.00</b>	<b>9.00</b>	<b>10.00</b>



## Internal Services

### Fleet Management

#### Impact Statement

The primary mission of the Fleet Management Department is to provide safe, dependable, and functional vehicles and equipment to all County departments and divisions; enabling them to perform in accordance with County goals and objectives. Fleet's objective is to minimize vehicle and equipment downtime, and increase overall productivity; moving towards a more sustainable life cycle rotation for the entire County's motorized fleet.

#### Programs

Fleet Management provides all aspects of vehicle and equipment maintenance to include preventative, general, and vendor. Fleet also monitors all aspects of vehicle and equipment usage to ensure compliance with Federal, State, and local policies, regulations, and standards and works closely with our customers to improve serviceability and to provide an ever-increasing variety of motor pool vehicles and equipment. For the fifth year in a row, Fleet has received the honor of being selected as one of the top 100 Best Government Fleets in the country out of 38,000 governmental fleets. They deliver these excellent services through the delivery of four individual programs:

**ADMINISTRATION:** Provide necessary management, accounting, and clerical support for all Fleet Management functions. Ensure adherence to all County directives, provide guidance and oversight for all Fleet functions, ensure compliance with all Federal, State, and local standards and regulations, and maintain required documentation and record keeping. Fleet's goal is to have zero non-compliance notices from Federal/State/Local regulators, zero incidents of fueling related non-compliance, and zero incidents of not meeting standards including record-keeping requirements. Fleet has met this goal for FY2014 and is expected to achieve it for FY2015.

**OPERATIONS:** Provide all aspects of vehicle and equipment acquisition, disposal, and to monitor and maintain the County fuel system. Ensure that each user department has safe, reliable vehicles and equipment to perform their required operations, and keep the County fuel system in working order and in compliance with Federal, State and local regulations. Fleet measures its success with this program by ensuring that they are properly replacing vehicles based on age, miles driven, and repair costs. Due to an older fleet of vehicles, the department has strived to increase the replacement of older vehicles. This can be measured by the average vehicle miles and annual operating costs of vehicles and equipment. As of mid FY2015, Fleet has experienced a 10% reduction from 2006/2007 in vehicle mileages even though there are more 16% more vehicles in the fleet. The annual operational cost per vehicle is \$74 less than when Fleet Maintenance was contracted out in FY1995-1996.

**MAINTENANCE:** Provide, monitor, track and schedule all aspects of vehicle and equipment: preventative, general, and vendor maintenance. Ensure all Pasco County vehicles and equipment are functional, safe, and dependable and in optimal condition. The most important measure of this program is Fleet dependability. Fleet has a goal of 95% Fleet availability and was able to obtain this goal for FY2014. They were able to do this even though the staffing is much leaner than most Fleet organizations. The industry standard for ratio of fleet to Auto Tech is 67 units to 1 Tech; however, currently within our Fleet, the ratio is 93 units to 1 Tech. In addition to Fleet dependability, the department strives to complete preventative maintenance (PMI's) within 24 hours. Since FY2006-2007, Fleet has annually recognized an improvement in service and repair responsiveness in PMI compliance (up from 20 to 50%). In FY2016, the department hopes to improve compliance closer to 95% by the addition of a Field Service Program (more details mentioned below in the Budget Highlight's Section).

**FUEL ACQUISITION AND DISTRIBUTION:** To improve, distribute, dispense, and monitor fuel for vehicles, equipment, and generators, and to ensure that there is an adequate supply of fuel for County operations as well as properly maintaining fueling equipment and to support emergency contingencies. All fuel tanks, to include emergency generators are maintained at 80% capacity or better, at any given time, to ensure our goal of having adequate fuel available for all emergency contingencies is met.

#### Budget Highlights

Fleet Management is 100% funded via an Internal Services fund that charges other County departments for its services. The revenues equal the expenditures within the fund and in FY2016 the expenditures and revenues decreased proportionately due to a decrease in fuel usage by the Pasco County Sheriff's Office. These decreases were partially offset by the following revenue and expenditures increases:

**Revenue:** Additional revenue is expected to be received based on the anticipation of going to auction one more time than normal to sell surplus vehicles and equipment.



## Internal Services

### Fleet Management

Expenditures: The budget reflects an increase in salaries because of the 3% salary increase that was budgeted for all employees in the Department. The majority of the increase in the FY2016 budget is due to re-budgeting replacement vehicles and equipment that were scheduled in FY2015, but have not yet been received. Smaller expenditure increases are due to needing to replace equipment, update system warranties, and increase overtime to keep up with the current demand of customers.

Finally, expenditures associated with a pilot Field Service Program initiative have been added for FY2016. This initiative aims to positively increase our PMI compliance as the field team will go to the customer to perform the field servicing. This will minimize vehicle and equipment downtime, increase overall productivity, and aid in expanding the life cycle of vehicles and equipment by performing the preventative maintenance efficiently in the field. The departments that are expected to receive the most benefit from this program are Public Works, Parks, Recreation and Natural Resources, and Utilities. This improvement in service and repair responsiveness, even with the annual increase to the County Fleet will, also allow Fleet to maintain a sustainable life cycle rotation; increasing the overall life of each vehicle/equipment. The costs of the initiative include 2 additional Automotive Technicians, service vehicles, and associated materials and supplies. The total cost of this initiative that is funded is \$322,826. Before this pilot program launches additional research and proposal solicitation is being done to determine if there is a less expensive alternative to this program.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	1,894,833	1,951,202	2,086,325	2,199,752
Other Services & Charges	1,373,029	1,636,772	2,103,661	2,548,541
Materials & Supplies	9,082,800	8,376,808	11,560,600	7,879,578
Capital	-	8,843,635	10,611,306	15,501,752
Grants & Aids	385,018	385,018	385,018	385,018
Other Non-Operating	5,608,056	5,486,198	5,025,000	5,025,000
<b>Total Budget</b>	<b>18,343,736</b>	<b>26,679,633</b>	<b>31,771,910</b>	<b>33,539,641</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Equipment Service Fund	18,343,736	26,679,633	31,771,910	33,539,641
<b>Total Funding</b>	<b>18,343,736</b>	<b>26,679,633</b>	<b>31,771,910</b>	<b>33,539,641</b>

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Accountant II	1.00	1.00	-	-
Sr. Accounting Clerk	1.00	-	-	-
Secretary	1.00	1.00	1.00	1.00
DNU - Administrative Assistant	1.00	1.00	1.00	-
Sr. Records Clerk	1.00	1.00	1.00	1.00
Fleet Management Director	1.00	1.00	1.00	1.00
Administrative Services Manager	-	1.00	-	-
Facilities Records Technician	1.00	1.00	1.00	1.00
Maintenance Supervisor	-	-	1.00	1.00
Fleet Supervisor	5.00	5.00	4.00	4.00
Automotive Technician	22.00	22.00	22.00	24.00
Lead Automotive Technician	2.00	3.00	3.00	3.00
Parts Clerk	4.00	4.00	4.00	4.00
Fiscal Services Manager	-	-	1.00	1.00
Administrative Assistant	-	-	-	1.00
<b>Total Full-Time FTE</b>	<b>40.00</b>	<b>41.00</b>	<b>40.00</b>	<b>42.00</b>
<b>Total FTE</b>	<b>40.00</b>	<b>41.00</b>	<b>40.00</b>	<b>42.00</b>



## Internal Services

### Human Resources

#### Impact Statement

The Human Resources Department strives to promote employee relations by providing personnel management, benefit programs, training, and career counseling to all Board of County Commission (BCC) employees and some of the constitutional offices. In addition, the department strives to assist in the fiscal stewardship of Pasco County by properly managing the County's self-insurance programs, insurance policy acquisition, group health, life, dental and disability insurance enrollments.

#### Programs

The Human Resources Department delivers services through five separate programs. Those programs are as follows:

**PERSONNEL:** The activities performed under this program include recruitment, hiring, retention, labor relations, and providing assistance as needed to employees under the BCC. Two of the goals for this program are to increase hiring rates and to reduce hiring time. Last year the hiring rate was 90% of all open positions. This is a 7% increase over the previous fiscal year. In FY2016, we are striving to increase our hiring rate to 98% of all open positions. Unfortunately, hiring time increased this year from 59 days to 78 days. In FY2016, we have set a goal to get back to an average of 59 days. The reduction of the hiring times is very dependent on the ability of the operating departments to schedule interviews and process new hire paperwork. In order to achieve our goal, Human Resources will work with the departments to help them improve their internal hiring process. In addition to the above two program goals, Human Resources gauges many other important process measures. Some of the measures that highlight the volume of work managed by the department in any given year are as follows: In FY2014, there were 606 requisitions created, 21,849 applications received, 586 filled, and 20 open or on hold. The average time to post a job after a requisition was received was 9 days, and average time to fill a position from requisition to hire was 78 days, with the shortest time to fill being 16 days and the longest being 361 days. Turnover rate for FY2014 was 17%. In FY2015, tracking was instituted with reason for separation codes to provide more specific tracking of employee turnover. The department will start to report on this measure once a full year of data is captured.

**TRAINING:** This program develops and delivers training for all BCC employees. Most of the training offered to County employees is delivered via an internally developed Training & Development Program called Pasco U. Based on past data and current resources we've set the following goals for FY2016:

1. Offer at least 226 "classroom style" training sessions annually. In FY2014, we offered 241 "classroom style" trainings. The reduced goal of 226 is based on streamlining the number of sessions offered per class while maximizing attendance per class and incorporating more "online" training alternatives.
2. Have a minimum annual participation of 3,000 students in Pasco U training programs. In FY2014, we had 2,785 participants. The goal of 3,000 participants should be met based on offering several new classes under the Pasco U curriculum.
3. Have a minimum of 90% of respondents select a score of 4 or 5 (based on a scale of 1 to 5) on class evaluations for each of the 5 rating factors (Satisfaction, Knowledge, Behavior, Presenter, Time Commitment). In FY2014, we currently meet this goal on almost every training (and every question).
4. Have a minimum 30% promotion rate among employees who have participated in the Leadership Development Program (LDP) within the last 3 years. In FY2014, we achieved a 33% promotion rate (combined rate for 2012, 2013, and 2014 classes).

**RISK MANAGEMENT:** This program's activities manage liability claims (auto and general) made to or by the County and it also manages worker's compensation claims. Both of these functions are self-insured. The risk management program also maintains the insurance policies for buildings and vehicles valued over \$100k. Risk Management is incorporating bench marking in the coming fiscal year, and will base goals and results on those provided by the Florida Bench Marking Consortium. The focus of risk management measures will be to ensure we are processing the claims within the appropriate time frame.

**BENEFITS:** This program is responsible for the administration of employee benefits including, but not limited to, the health self-insurance fund and two employee wellness centers. The goal for this year was to improve benefits for the employees, and the information provided and communicated to them to help them better understand their benefits. Depending on the dimension measured, numbers in the last employee survey were up 4 to 6 percent in employee satisfaction with benefits education and enrollment. In addition, participation in higher than employee only health benefits (employee plus spouse, children, or family) coverage increased in FY2014 by 33% due to offering lower cost alternatives. In FY2016, the goal is to increase these measures by at least another 3%.

**ADA:** The ADA Compliance Committee consists of members of various County Departments, members of the disabled community, and a Sheriff's designee. Established in 1996, the committee responds to grievances from the public concerning Pasco County ADA compliance involving County facilities and programs and addresses any other compliance issues. 2/3 of the funds collected as disabled parking fines are used for these County-related expenses. These types of expenditures previously approved by the committee include sidewalks in parks, renovated restrooms, ADA ramps, electric doors, and print magnifiers in the library.



## Internal Services

### Human Resources

#### Budget Highlights

The Human Resources FY2016 budget is relatively the same as FY2015. The increase reflects a 3% salary increase for all employees in the Department. The realignment of the ADA budget, from Facilities Management to the Human Resources Department, resulted in a slight increase in the FY2016 budget. It is important to note that employee health insurance became self-funded beginning with FY2014 and is 100% solvent and actuarially sound. Due to the fund being 100% actuarially sound, the BCC has been able to offer a reduction in premiums for employee plus dependents coverage at the same cost to the organization as FY2015, resulting in an approximate \$2,000 per year savings for employees enrolled in those plans. In addition, the fund will be able to start to pay back the reserves that were originally borrowed to start the fund at the rate of \$100,000 a month. As long as the fund reserve does not drop below \$8 million, the borrowed funding will be paid back in 2.7 years.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	1,221,619	1,670,340	1,441,000	1,222,113
Other Services & Charges	6,910,694	22,423,372	25,126,230	26,780,173
Materials & Supplies	12,702	12,216	39,200	47,842
Capital	-	3,531	11,200	10,000
Grants & Aids	268,792	268,792	268,792	268,792
<b>Total Budget</b>	<b>8,413,807</b>	<b>24,378,251</b>	<b>26,886,422</b>	<b>28,328,920</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	699,736	949,348	1,150,749	1,164,933
County Insurance Fund	7,714,071	7,796,711	8,409,739	8,043,640
Health Self Insurance Fund	-	15,632,192	17,325,934	19,120,347
<b>Total Funding</b>	<b>8,413,807</b>	<b>24,378,251</b>	<b>26,886,422</b>	<b>28,328,920</b>

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Clerk	1.00	1.00	-	-
Senior Clerk	1.00	1.00	-	-
DNU - Administrative Assistant	1.00	1.00	1.00	-
Training Specialist	-	2.00	3.00	3.00
Personnel Manager	1.00	1.00	-	-
Personnel Supervisor	-	-	1.00	1.00
Sr. Personnel Technician	1.00	1.00	1.00	1.00
Personnel Technician	3.00	3.00	3.00	3.00
Human Resources Director	1.00	1.00	1.00	1.00
Assistant Human Resources Director	-	-	1.00	1.00
Training & Safety Coordinator	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	-	-
Insurance Coordinator	-	-	1.00	1.00
Records Clerk I	-	-	1.00	1.00
Records Clerk II	-	-	1.00	1.00
Claims Adjustor	1.00	1.00	-	-
Insurance Specialist	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	1.00
<b>Total Full-Time FTE</b>	<b>13.00</b>	<b>15.00</b>	<b>16.00</b>	<b>16.00</b>
Personnel Technician	0.50	0.50	0.50	0.50
<b>Total Part-Time FTE</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>Total FTE</b>	<b>13.50</b>	<b>15.50</b>	<b>16.50</b>	<b>16.50</b>



## Internal Services Information Technology

### Impact Statement

The Information Technology (IT) Department is a vital part of the organization, providing faster more efficient ways for our employees to complete their duties and for our citizens to access our services. The IT Department is a vital component in many key County projects, including the implementation of the new Enterprise Resource Planning System (Tyler Munis), Land Management System (Accela), and core file and print services. IT also provides crucial services to protect the County's intellectual property. IT strives to keep our technology current and to work with all departments to provide the computing capabilities that are needed to become Florida's Premier County.

### Programs

The IT Department has two programs, IT and Geographic Information Systems (GIS), but both programs are measured via four different program measures. Those measures are as follows:

1. Incidents occur when something is broken. This can range from a phone on the desk to the entire Pasco County network being down. The IT Department has a target to solve all incidents within 4 hours 97% of the time. In FY2014, the number of received incidents totaled 4,400. The department met the goal of 97% completion within the service level agreement.
2. Service requests occur when a customer requests an add, move, or change with anything on the County network. Different service requests have different response time goals. We set a target to achieve the response time goal 97% of the time. In FY2014, the number of received service requests totaled 5,600 and the department exceeded the goal by meeting the response targets 98% of the time.
3. Service availability is calculated by taking the total number of outage hours (amount of time something is broken) divided by production services events. The goal is to have this be less than 10%. This goal was not met. The actual measure came in at 20% in FY 2014.
4. The department's customer satisfaction rating is measured by a transactional survey attached to each work order, along with an Annual Customer Satisfaction Survey. The target is to achieve a 92% satisfaction rating. In FY2014, the IT Department achieved a 94% rating.

The program descriptions for IT's two programs are as follows:

**INFORMATION TECHNOLOGY:** The IT Department provides services, including project and capital-related work, to County branches/departments/divisions, constitutional offices and the judicial court system to aid in the effective delivery of IT services that support the business needs of the County.

**GEOGRAPHIC INFORMATION SYSTEMS:** The (GIS) Division of the IT Department (IT) establishes foundational geographic information (land maps) to support community policy decision making by providing a computer-based database management system that links spatial (2 dimensional map) features with their corresponding attributes. The GIS division administers and creates all new County addresses for new property development. In addition, GIS develops, maintains, and provides a County database that generates mapping products and services to various departments within the County.

### Budget Highlights

In FY2016, the operating budget of the Information Technology department increased in large part due to re-budgeting projects that did not get completed in FY2015 and also due to the addition of maintenance costs of the new Financial & Human Resources system as well as cost for replacement network equipment. In addition, the budget increase reflects a 3% salary increase for all employees in the Department. A Technical Analyst II was added to support the Utilities Department and its new Customer Information System. This position will be charged 100% to the Utilities Enterprise Fund. It is important to note that the GIS program is expected to increase its fee revenue for services provided in the creation of County address due to increased demand. The GIS program will be able to handle the increase in demand with their current staffing. As a result, in FY2016 the budget will only be 80% supplemented by general County revenues whereas the FY2015 budget was supplemented 90% by general County revenues.



Pasco County  
Fiscal Year 2016 Adopted Fiscal Plan

**Internal Services**  
**Information Technology**

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	3,875,788	3,985,761	5,136,247	5,191,620
Other Services & Charges	2,515,271	3,593,286	5,683,358	6,231,184
Materials & Supplies	1,245,483	1,942,898	1,754,806	3,854,316
Capital	707,086	892,514	841,102	1,030,876
Chargebacks	(1,510,434)	(1,346,608)	(3,566,130)	(3,862,067)
<b>Total Budget</b>	<b>6,833,194</b>	<b>9,067,851</b>	<b>9,849,383</b>	<b>12,445,929</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	6,711,569	9,006,213	9,583,331	12,180,145
Intergovernmental Radio Communications Fund	121,625	61,638	266,052	265,784
<b>Total Funding</b>	<b>6,833,194</b>	<b>9,067,851</b>	<b>9,849,383</b>	<b>12,445,929</b>



## Internal Services

### Information Technology

Position Summary	FY 2013 Adopted	FY 2014 Adopted	FY 2015 Adopted	FY 2016 Budget
Telephone Technician II	2.00	2.00	2.00	2.00
Accounting Clerk	1.00	-	-	-
Senior Secretary	1.00	1.00	-	-
DNU - Administrative Assistant	1.00	1.00	1.00	-
Programmer Analyst I	-	-	1.00	1.00
Technical Engineer	3.00	4.00	4.00	4.00
Sr. Database Administrator	2.00	2.00	2.00	2.00
Technical Analyst III	1.00	2.00	3.00	3.00
Systems Analyst	3.00	3.00	3.00	3.00
Sr. Programmer/Analyst	5.00	4.00	5.00	4.00
Programmer Analyst II	8.00	7.00	6.00	5.00
Technical Analyst II	9.00	11.00	11.00	12.00
Technical Analyst I	3.00	3.00	3.00	3.00
Chief Information Officer	1.00	1.00	1.00	1.00
Project Manager	-	1.00	2.00	2.00
Sr. Project Clerk	1.00	-	-	-
Technical Architect	1.00	1.00	1.00	1.00
IT Technician I	1.00	1.00	2.00	2.00
IT Technician II	7.00	7.00	7.00	7.00
Sr. IT Technician	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00
Sr. Technical Analyst	1.00	1.00	1.00	1.00
Enterprise Technology Manager	3.00	1.00	1.00	1.00
Customer Service Performance Development Administrator	-	-	-	-
Senior Technical Architect	1.00	1.00	1.00	1.00
Training Specialist	1.00	-	-	-
Administrative Services Coordinator	1.00	-	-	1.00
Radio Technician I	1.00	-	-	-
Radio Technician II	1.00	2.00	2.00	2.00
Radio Technician III	1.00	1.00	1.00	1.00
GIS Supervisor	1.00	1.00	1.00	1.00
GIS Analyst	3.00	2.00	2.00	3.00
GIS Technician	2.00	2.00	2.00	2.00
Contracts/Specifications Coordinator	-	1.00	1.00	1.00
Business Systems Analyst	3.00	3.00	3.00	3.00
Administrative Assistant	-	-	-	1.00
<b>Total Full-Time FTE</b>	<b>71.00</b>	<b>68.00</b>	<b>71.00</b>	<b>72.00</b>
<b>Total FTE</b>	<b>71.00</b>	<b>68.00</b>	<b>71.00</b>	<b>72.00</b>



## Internal Services

### Office of Management and Budget

**Impact Statement**

The primary mission of the Office of Management and Budget (OMB) is to provide management and policy support to the BCC, County Administrator, departments, and divisions through the preparation, review and monitoring of County budgets. OMB assists in the development, updating, and implementation of management and budget policy, including capital improvement plans.

**Programs**

OFFICE OF MANAGEMENT AND BUDGET (OMB): The OMB Program includes all activities related to development and execution of the County’s operating and capital budgets as well as providing financial, economic, and policy analysis and recommendations to the (BCC) and their operating departments.

The budget function is one of the most important organizational issues within local government. The way the budget function operates has a wide-ranging effect on the budget itself, the budget office, the government as a whole, and even the community. According to the National Advisory Council on State and Local Budgeting, good budgeting is a broadly defined process that has political, managerial, planning, communication, and financial dimensions.

Annually, OMB produces an annual operating budget and a five year capital plan that helps to implement the BCC’s strategic and policy decisions. The budget document is not only a financial plan, but also a policy document, operations guide, and communication device. Departmentally, OMB measures the success of the program through budget accuracy and positive customer response.

Budget accuracy can be measured by the number of budget amendments processed throughout the year due to error on the part of an OMB staff member. To date, in FY2015, OMB has processed 232 budget amendments and 12 (5.2%) of those amendments were due to error. The department has a target goal to reduce the percentage of budget amendments due to error to less than 1%.

Positive customer response is measured through an annual customer survey. All questions received a score of C+ in FY2011 and FY2012. In FY2013, 2 questions received a C+ and 2 questions received a B. In FY 2014, all four questions received a score of B. OMB has a target goal to reach at least a B+ for all customer service survey questions.

**Budget Highlights**

The FY 2016 budget reflects an increase due primarily in planned juvenile justice costs due to the state of Florida. The increase reflects a 3% salary increase for all employees in the Department. The department has added one additional position for FY2016 for the addition of a Grant Coordinator. The Grant Coordinator will assist the organization with annual grant reporting required to be good fiscal stewards of the grant funding we receive. In addition, this position will help all County departments apply for additional grant opportunities.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	552,615	505,727	676,877	779,610
Other Services & Charges	4,041,841	3,389,983	3,490,331	3,676,161
Materials & Supplies	11,408	11,815	5,586	10,590
Capital	-	6,609	1,200	1,200
<b>Total Budget</b>	<b>4,605,864</b>	<b>3,914,134</b>	<b>4,173,994</b>	<b>4,467,561</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	4,605,864	3,914,134	4,173,994	4,467,561
<b>Total Funding</b>	<b>4,605,864</b>	<b>3,914,134</b>	<b>4,173,994</b>	<b>4,467,561</b>



Pasco County  
Fiscal Year 2016 Adopted Fiscal Plan

**Internal Services**  
**Office of Management and Budget**

<b>Position Summary</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Budget Coordinator	-	-	-	3.00
Budget Analyst I	3.00	-	-	-
Budget Analyst II	3.00	5.00	5.00	4.00
Capital Project Planning Coordinator	1.00	1.00	1.00	-
Budget Manager	1.00	1.00	1.00	1.00
Budget Director	1.00	1.00	1.00	1.00
OMB Director	-	-	-	-
Asst. OMB Director	-	-	-	-
Executive Assistant	-	-	-	-
DNU - Administrative Assistant	1.00	1.00	1.00	-
Sr. Project Clerk	-	-	-	-
Administrative Assistant	-	-	-	1.00
<b>Total Full-Time FTE</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>
<b>Total FTE</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>



## Internal Services

### Purchasing

**Impact Statement**

The primary purpose of the Purchasing Department is to ensure the cost effective, efficient, and timely procurement of the necessary goods and services to enable all County departments to achieve their mission, goals, and objectives, and effectively deliver services to the residents of Pasco County.

**Programs**

**PURCHASING:** The department is responsible for ensuring that all purchases are conducted in compliance with the Purchasing Ordinance, applicable State and Federal laws and regulations, and approved policies and procedures, and that public funds are expended in a fair and equitable manner. The Purchasing Department is committed to meeting the County’s operational needs in a manner that inspires public confidence, eliminates the appearance and opportunity for favoritism, and sustains favorable business relationships. The Purchasing Department is responsible for the review and oversight of the various procurement methods that are used within the County. These include Request for Quotes (RFQ’s) for smaller volume purchases between \$2,500 and \$25,000 and Invitation to Bid (IFB) or Request for Proposals (RFP) for larger purchases greater than \$25,000. The Purchasing Department also provides oversight and management of the County’s purchasing card program.

**CENTRAL STORES:** Central Stores is a division of the Purchasing Department. They are responsible for the purchase, storage, and delivery of stock items and basic operating supplies routinely used by County departments. The Central Stores division is also responsible for the processing, re-use, disposal, and arrangement of sale for surplus supplies, equipment, and materials that is obsolete or no longer in use by departments. This allows the County to maximize their investment by encouraging re-utilization of County property and preventing premature disposal. Items that are no longer considered useful are sold via public auction. The Division is also responsible for providing courier service that delivers inter-departmental mail, U.S. Mail, and library materials to all county departments and mail room operation which allows the County to take advantage of reduced costs by sending mail at discounted rates, and reducing agency equipment costs for various postage meters across the County.

The Level of Service (LOS) for the Purchasing Department is measured by how well the department delivers service to our internal and external customers. This primarily depends on how quickly we can turn around requests so that our internal customers (County Departments) have the resources they need to effectively deliver services to the residents of Pasco County. Our minimum LOS for turnaround times for bids which require a formal bid is 90-120 days, with the target being 90 days. Our minimum LOS for turnaround times for purchase orders which do not require bids is 14-21 days, with the target being 14 days or less. In addition, our minimum LOS for internal satisfaction surveys is a 3 (on a scale of 1 to 5), with the target being 4.

For FY2016, the Purchasing Department intends to gather input from our external customers regarding their overall experience and their satisfaction with the Purchasing Department of Pasco County.

**Budget Highlights**

The FY2016 budget for Purchasing shows a slight decrease over FY2015 due to budgeting a 3% salary increase for all employees in the Department. This increase has been partially offset by the department hiring new employees at a rate lower than previous incumbents.

<b>Budgetary Cost Summary</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
Personal Services	657,877	754,723	846,985	846,435
Other Services & Charges	49,882	50,693	61,519	60,314
Materials & Supplies	273,541	279,890	280,780	285,795
Capital	1,045	-	-	-
Chargebacks	(255,807)	(258,779)	(282,723)	(278,703)
<b>Total Budget</b>	<b>726,538</b>	<b>826,527</b>	<b>906,561</b>	<b>913,841</b>

<b>Funding Sources</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Budget</b>
General Fund	726,538	826,527	906,561	913,841
<b>Total Funding</b>	<b>726,538</b>	<b>826,527</b>	<b>906,561</b>	<b>913,841</b>



Pasco County  
Fiscal Year 2016 Adopted Fiscal Plan

Internal Services  
Purchasing

Position Summary	FY 2013 Adopted	FY 2014 Adopted	FY 2015 Adopted	FY 2016 Budget
Courier	3.00	3.00	3.00	3.00
Senior Clerk	1.00	1.00	-	-
DNU - Administrative Assistant	1.00	1.00	1.00	-
Mail Room Operator	1.00	1.00	1.00	1.00
Records Clerk II	-	-	1.00	1.00
Material Handler	2.00	2.00	-	-
Purchasing Director	1.00	1.00	1.00	1.00
Buyer	3.00	3.00	3.00	3.00
Sr. Buyer	1.00	1.00	1.00	1.00
Warehouse Manager	1.00	1.00	1.00	1.00
Purchasing Manager	-	1.00	-	-
Purchasing Coordinator	-	1.00	1.00	1.00
Assistant Purchasing Director	-	-	1.00	1.00
Administrative Assistant	-	-	-	1.00
Inventory Specialist	-	-	2.00	2.00
<b>Total Full-Time FTE</b>	<b>14.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Total FTE</b>	<b>14.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>



**130 Internal Services**

**1300000 Internal Services Administration**

Internal Services Administration	3,786
1300000 Internal Services Administration	3,786

**1300003 Facilities Management**

Facilities Management	74,837
1300003 Facilities Management	74,837

**1300005 Fleet Management**

Administration	20,966,270
Fuel Acquisition and Distribution	6,036,101
Maintenance	7,388,260
Operations	7,587,867
1300005 Fleet Management	41,978,498

**1300006 Human Resources**

ADA	42,750
Benefits	29,386,121
1300006 Human Resources	29,428,871

**1300007 Information Technology**

Geographic Information Systems	68,400
Information Technology	21,360
IT Communications	2,164,556
1300007 Information Technology	2,254,316

**1300008 Office of Management and Budget**

Office of Management and Budget	137,837
1300008 Office of Management and Budget	137,837

**1300009 Purchasing**

Central Stores	43,843
Purchasing	17,480
1300009 Purchasing	61,323
130 Internal Services	73,939,468

Report Total

73,939,468



**130 Internal Services**

**1300000 Internal Services Administration**

Internal Services Administration	267,078
1300000 Internal Services Administration	<u>267,078</u>

**1300003 Facilities Management**

Facilities Management	12,657,716
1300003 Facilities Management	<u>12,657,716</u>

**1300004 Fiscal Services**

Fiscal Services	521,638
1300004 Fiscal Services	<u>521,638</u>

**1300005 Fleet Management**

Administration	819,773
Fuel Acquisition and Distribution	7,042,515
Maintenance	4,835,352
Operations	20,842,001
1300005 Fleet Management	<u>33,539,641</u>

**1300006 Human Resources**

ADA	53,350
Benefits	19,120,347
Personnel	824,700
Risk Management & Administration	8,043,640
Training	286,883
1300006 Human Resources	<u>28,328,920</u>

**1300007 Information Technology**

Geographic Information Systems	321,242
Information Technology	7,972,141
IT Communications	265,784
IT Project Management	3,886,762
1300007 Information Technology	<u>12,445,929</u>

**1300008 Office of Management and Budget**

Office of Management and Budget	4,467,561
1300008 Office of Management and Budget	<u>4,467,561</u>

**1300009 Purchasing**

Central Stores	333,470
Purchasing	580,371
1300009 Purchasing	<u>913,841</u>
130 Internal Services	<u>93,142,324</u>

<u><u>Report Total</u></u>	<u><u>93,142,324</u></u>
----------------------------	--------------------------