

CITY OF PALM COAST FY 2002 BUDGET

DEPARTMENT ADMINISTRATIVE SERVICES
DIVISION
PROJECT(S)

PROGRAM MISSION

The mission of the Department of Administrative Services is to provide high quality information technology, telecommunications services, human resource services, and risk management services in a timely and responsive manner to our customers.

PROGRAM ANALYSIS

The adopted budget was amended on November 6, 2001 separating financial services and administrative services and creating two departments. The Administrative Services Department will be the responsibility of the Assistant City Manager and the salary for that newly created position will be included in this budget.

The Department of Administrative Services is responsible for 1) Risk Management and Insurance including health, life and disability; and 2) Human Resources including: personnel hiring, testing, pre-employment physicals and background checks, EEOC compliance, employee training, salary and benefits processing, pension management, workers compensation injuries & reports & safety training; and 3) Information Technology which supports the Wide Area Network, Local Area Network, coordinates contracts with network & hardware & software providers, and manages the web page.

During the 2000-2001 Fiscal Year, the department was staffed with seven full time positions and one part time, including the Occupational License Inspector. During the year, the Department implemented (live) a new financial software system and began the process of building a citywide network. The first Annual Budget Report and Financial Report were completed and resolutions were adopted covering investment options to ensure maximum return on the City funds. Finance internal control procedures were adopted and financial functions and responsibilities clearly delineated. A local area network was implemented in City Hall and a single link was completed to each of the City's remote locations. The Department assumed responsibility for actively managing its web site and providing updated information to citizens. The Department processed over 1000 applications and assisted with hiring eighty-six (86) employees.

During the 2001-2002 fiscal year, with the separation of administrative and financial services, staffing will include the Assistant City Manager, Human Resource Analyst, Receptionist, and a part-time staff assistant.

During FY2002, the City will add approximately 30 new PCs bringing our total number of networked PCs to 58, establish T-1 connections to all remote sites and establish local area nets at each site that will become a part of the City's Wide Area

CITY OF PALM COAST FY 2002 BUDGET

Network (WAN), continue to update the web page and provide accurate and timely information to citizens, and add specific departmental required software and systems including a GIS system for Development Services. With the expanded technological needs, it is time for the City to hire an Information Technology Coordinator to ensure these services are provided in an efficient and timely manner.

The existing Senior Staff Assistant position will be upgraded to a Human Resource Analyst and will be responsible for overseeing payroll and payroll processing (which will be the responsibility of the Financial Services Department). This position will be responsible for all employment processing, benefits, safety committee as well as other personnel related responsibilities.

All financial positions including the Accountant, two Accounting Technicians and a Purchasing and Grants Coordinator will be transferred to the responsibility of the Finance Director.

PERSONNEL	Revised Budget 2001	Actual Budget 2001	Requested Budget 2002	Recommended Budget 2002	Adopted Budget 2002
Salary	2	2	5	5	2
Hourly FT	4	4	5	5	1
Hourly PT	1	1			1
Temporary					
TOTAL	7	7	10	10	4

OBJECTIVES

1. To document in writing the City's policies and procedures with regard to information technology.
2. To improve the City's technology support system and better meet user defined needs and streamline the City's processes through the implementation of T-1 connections.
3. To provide personnel services that promote a work environment characterized by fair treatment of staff, open communication, personal accountability, trust and mutual respect.

PROGRAM INDICATORS

	2001 Actual	2002 Projected
Number of personnel applications processed.	1000	1250
Number of terminations processed.	15	20
All new computer hookups completed by January 2002.		Yes
T-1 installation complete by January 2002.		Yes
Monthly Status Reports completed by the fifth of each month.		Yes

**CITY OF PALM COAST
FY 2002 BUDGET**

EXPENDITURES	Revised Budget 2001	Actual Budget 2001	Requested Budget 2002	Recommended Budget 2002	Adopted Budget 2002
Salary & Wages	\$ 227,018	\$ 239,170	\$ 407,523	\$ 332,907	\$ 211,276
Car Allowance	\$ 5,308	\$ 5,308	\$ 7,200	\$ 3,000	\$ 7,200
Overtime	\$ 67	\$ 284	\$ -	\$ -	\$ -
FICA Taxes	\$ 59,677	\$ 19,303	\$ 22,786	\$ 20,640	\$ 13,099
Medicare	\$ 1,259	\$ 2,187	\$ 5,329	\$ 4,827	\$ 3,064
Retirement	\$ 22,980	\$ 24,738	\$ 33,659	\$ 27,958	\$ 19,575
Health Insurance	\$ 21,065	\$ 14,160	\$ 36,331	\$ 36,331	\$ 21,256
Dental Insurance	\$ 1,488	\$ 1,645	\$ -	\$ -	\$ -
125 Benefit	\$ 8,075	\$ 8,417	\$ -	\$ -	\$ -
Life Insurance	\$ 1,014	\$ 1,184	\$ 1,836	\$ 1,652	\$ 516
Disability	\$ -	\$ 115	\$ 1,948	\$ 1,752	\$ 1,094
Worker's Comp	\$ 21,638	\$ 26,015	\$ 27,926	\$ 16,858	\$ 12,858
Personnel	\$ 369,589	\$ 342,525	\$ 544,538	\$ 445,925	\$ 289,938
Professional Serv.	\$ 1,830	\$ 718	\$ -	\$ -	\$ -
Account/Audit	\$ 15,500	\$ 17,597	\$ 20,100	\$ 20,100	
Other Contract	\$ 15,621	\$ 30,559	\$ 40,000	\$ 30,387	\$ 30,387
Travel	\$ 1,869	\$ 3,544	\$ 6,000	\$ 6,000	\$ 4,000
Employee Train.	\$ 3,272	\$ 4,474	\$ 6,000	\$ 6,000	\$ 5,000
Citywide Training	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Communications	\$ 4,151	\$ 5,584	\$ 7,160	\$ 7,160	\$ 1,660
Internet/DSL	\$ 210	\$ 129	\$ 720	\$ 720	\$ 720
Electricity	\$ 6,457	\$ 8,519	\$ 9,750	\$ 9,750	
Water	\$ 1,118	\$ 1,340	\$ 1,680	\$ 1,680	
Waste Disposal	\$ 796	\$ 792	\$ 900	\$ 900	
Rental/leasing	\$ 1,823	\$ 2,464	\$ 64,413	\$ 79,413	\$ 63,393
Insurance	\$ 136,703	\$ 11,236	\$ -	\$ 1,000	
Property Insurance	\$ -	\$ 12,042	\$ 3,000	\$ 3,000	
Liability Insurance	\$ -	\$ 70,242	\$ 15,000	\$ 15,000	
Auto Insurance	\$ -	\$ 22,076	\$ -	\$ -	\$ -
Repair/Maintenance	\$ 10,362	\$ 6,625	\$ -	\$ 2,400	\$ 3,400
Maintenance Agree.	\$ 1,005	\$ -	\$ -	\$ -	
Printing/Binding	\$ 8,715	\$ 10,305	\$ 10,500	\$ 10,500	\$ 5,500
Advertising	\$ 8,681	\$ 9,761	\$ 10,000	\$ 10,000	\$ 28,000
Grand Opening	\$ 1,683	\$ 982	\$ -	\$ -	\$ -
Other Charges	\$ 3,151	\$ 1,280	\$ -	\$ -	\$ -
Office Supplies	\$ 16,814	\$ 16,418	\$ 17,500	\$ 17,500	\$ 10,500
Postage	\$ 10,000	\$ 3,651	\$ 5,324	\$ 5,324	\$ 4,000
Software	\$ 132,548	\$ 125,842	\$ -	\$ 22,075	\$ 22,075
Operating Supplies	\$ 29,463	\$ 20,635	\$ 50,000	\$ 50,000	\$ 45,000
Computer Hardware	\$ 11,182	\$ 37,957	\$ 49,000	\$ 49,000	\$ 49,000
Books/Subscript.	\$ 2,548	\$ 4,571	\$ 13,140	\$ 13,140	\$ 11,000
Operating	\$ 425,502	\$ 429,342	\$ 330,187	\$ 381,049	\$ 303,635
Imp. Other than Build.			\$ 6,500	\$ 1,500	\$ 1,500
Machinery/Equip	\$ 5,189	\$ 8,208	\$ 13,699	\$ 7,700	\$ 7,700
Capital	\$ 5,189	\$ 8,208	\$ 20,199	\$ 9,200	\$ 9,200
TOTAL	\$ 800,280	\$ 780,075	\$ 894,924	\$ 836,174	\$ 602,773

CITY OF PALM COAST FY 2002 BUDGET

REVENUES	Revised Budget 2001	Actual Budget 2001	Requested Budget 2002	Recommended Budget 2002	Adopted Budget 2002
General Fund	\$ 710,280	\$ 579,808	\$ 894,924	\$ 836,174	\$ 602,773
Occupational License	\$ 90,000	\$ 200,267	\$ -	\$ -	\$ -
TOTAL	\$ 800,280	\$ 780,075	\$ 894,924	\$ 836,174	\$ 602,773

