

Department Director: Joe Lauro

OMB Budget Analyst: Shane Kunze

OMB CIP Budget Analyst: Andrew Brown

Department Purpose

The Department of Administrative Services (DAS) centralizes services for purchasing, risk, real property, facility, and fleet operations to one internal department for the efficient delivery of those services to all departments under the Pinellas County Board of County Commissioners (BCC), select appointing authorities, and all constitutional offices.

Budget Summary

	Fund: 0001 – General Fund						
	Major Object	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request
	Personnel Services	\$11,934,551	\$12,265,528	\$11,585,659	\$13,647,640	\$12,869,820	\$12,718,340
	Operating Expenses	\$26,019,698	\$26,340,984	\$29,062,320	\$28,057,890	\$30,705,480	\$31,015,360
	Capital Outlay	\$718,834	\$479,989	\$169,859	\$365,000	\$365,000	\$265,000
	Grants and Aids	\$0	\$0	\$0	\$0	\$0	\$0
	Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0
	Reserves	\$0	\$0	\$0	\$0	\$0	\$0
	Expenditures Total	\$38,673,083	\$39,086,501	\$40,817,838	\$42,070,530	\$43,940,300	\$43,999,700
	FTE – General Fund	136.4	141.9	141.1	139.5	139.5	130.7

	Fund: 5002 – Fleet Management Fund						
	Major Object	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request
	Personnel Services	\$2,319,306	\$2,433,909	\$2,354,389	\$2,852,680	\$2,520,060	\$2,913,570
	Operating Expenses	\$7,501,911	\$8,092,915	\$11,272,485	\$10,148,960	\$11,047,990	\$11,403,950
	Capital Outlay	\$2,332,373	\$2,380,218	\$4,399,284	\$11,497,680	\$11,497,680	\$12,816,130
	Reserves	\$0	\$0	\$0	\$16,823,490	\$0	\$8,500,370
	Expenditures Total	\$12,153,590	\$12,907,041	\$18,026,157	\$41,322,810	\$25,065,730	\$35,634,020
	FTE – Fleet Management Fund	27.5	28.7	28.4	28.4	28.4	28.3

	Fund: 5005 – Risk Financing Fund						
	Major Object	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request
	Personnel Services	\$7,453,521	\$7,785,337	\$5,371,803	\$7,438,730	\$7,395,890	\$7,491,870
	Operating Expenses	\$12,161,766	\$13,082,599	\$14,398,267	\$15,313,480	\$16,799,580	\$19,073,170
	Capital Outlay	\$2,756	\$0	\$0	\$0	\$0	\$0
	Reserves	\$0	\$0	\$0	\$30,985,330	\$0	\$27,135,260
	Expenditures Total	\$19,618,043	\$20,867,937	\$19,770,070	\$53,737,540	\$24,195,470	\$53,700,300
	Risk Financing Fund	19.0	14.5	12.0	11.5	11.5	11.4

FY24 Budget Drivers and Topics of Discussion

- The Proposed FY24 Budget includes 3.0% Salary Adjustments on the Mid-Point for all employees and additional wage changes of \$45,400 for career paths and ladders. Despite the salary adjustments and additional wages, Personnel Services for the General Fund are decreasing from \$13.6M to \$12.7M for a difference of \$929,300, or 6.8%. This is due to the realignment of 10.0 FTE (and the associated \$1.3M in salary and benefits) into the newly forming Construction Services Department. Additionally, \$84,100 of operating expenditures are realigned into the Construction Services Department from the Department of Administrative Services (DAS).
- Utility Services for the General Fund are increasing from \$10.0M to \$13.0M for a difference of \$3.0M, or 29.5% primarily due to FY23 and FY24 rate increases from Duke Energy. Water, natural gas, and waste management are also budgeting higher expenses in FY24.
- Repair and Maintenance Services for the General Fund are increasing from \$3.3M, or \$4.2M for a difference of \$899,400, or 27.2% due to an increase in deferred maintenance being addressed, newly requested facility repair and maintenance, and increased costs for materials due to inflation and supply disruptions.
- Contractual Services for the General Fund are increasing from \$4.4M to \$4.5M for a difference of \$163,070, or 3.7% due to County approved vendor contract cost increases.
- Fleet Management Fund's charges for services (revenue) are increasing from \$16.1M to \$20.1M for a difference of \$4.0M, or 24.8%. Charges for Operations and Maintenance are increasing from \$11.6M to \$14.7M for a difference of \$3.1M, or 27.1% due to an increase in demand for service on an aging fleet and increased expenses related to inflation and supply chain disruptions. Vehicle replacement charges are also increasing from \$4.4M to \$5.4M for a difference of \$942,130, or 21.2% due to an increase from 3.0% to 5.0% for vehicle inflation calculations.
- Expenditures for Operating Supplies in the Fleet Management Fund, which includes fuel and parts, is increasing from \$7.5M to \$8.4M for a difference of \$875,430, or 11.7%. Fuel quantity is expected to remain consistent with FY23, however, the budgeted prices per gallon for gasoline and diesel are increasing to better align with market conditions, which have been impacted by inflation and supply disruptions.

- Vehicle and Heavy Equipment replacement expenditures are increasing from \$11.4M to \$12.7M for a difference of \$1.3M, or 11.3%. This increase is partially due to a higher quantity of vehicles ordered according to the replacement schedule, but primarily due to inflation and supply chain disruptions raising the cost of vehicles overall.
- The Fleet Management Division (Fleet) and the Office of Management and Budget (OMB) are coordinating on updating Fleet's vehicle operation and maintenance (O&M) charges. The result is expected to improve Fleet's efficiencies by reducing manual processes and improve client department's ability to budget for costs.
- Fleet anticipates completing the enterprise-wide GPS/telematics initiative on all rolling stock assets under the Board of County Commissioners (BCC) by September 30, 2023. Following completion, Fleet can improve the County's sustainability by providing reports on applicable asset idle times and client departments can begin to take meaningful steps to reduce idle time and thus the County's carbon footprint.
- Fleet recently finalized a competitive procurement process with an engineering and design firm to develop and build an electric vehicle infrastructure master plan. American Rescue Plan Act (ARPA) funding has been secured to fund the three-year design project which will result in construction requirements that support Fleet's plan to convert the County's light duty fleet of 654 internal combustion engine powered vehicles to electric vehicles over the next 10 years.
- Risk Financing Fund expenditures for general liability are increasing from \$1.2M to \$1.4M for a difference of \$200,000, or 16.7% due to increased costs related to general liability. Risk went over budget on this item in FY22 and may possibly do so in FY23, thus the increase in FY24.
- Property and casualty insurance rates under the Risk Financing Fund are increasing from \$12.7M to \$16.0M for a difference of \$3.3M, or 26.0%. This is due to FY23 rates being \$1.5M, or 16.8% higher than the FY23 budget of \$12.7M. Risk Financing Fund projects rates to increase again in FY24, so this request accounts for the known increase experienced in FY23 and the projected increase in FY24.
- Additionally, the Risk Financing Fund is seeking to purchase 60 automated external defibrillators (AED) and maintenance packages for \$166,800, which is a cyclical cost that does not reoccur annually.

FY24 Decision Packages

- Fund a New Generator Replacement Program (GF, Non-Recurring \$2.0M)
 - Maintain Pinellas County's generator fleet by investing in infrastructure to meet current and future needs so the County may effectively and efficiently deliver services and support. By creating a generator replacement program with reserves, the County can proactively plan and budget for the replacement of County generators aged beyond life.
- Ensure ADA Compliance with County-Owned Properties (GF, Non-Recurring \$426,000)
 - Serve the needs of all Pinellas County residents and customers by identifying ADA compliance issues for all County-owned facilities.

- Operation and Maintenance of the St. Petersburg Veterinary Technology Center (GF, Recurring \$330,000)
 - To be responsible stewards of the public's resources, the department will maintain the St. Petersburg Veterinary Technology Center at current levels of service for County-owned facilities following the reversion of ownership of this property back to the County.

FY24 Operating Budget Analysis

The Department of Administrative Services budget consists of three funds: the General Fund (0001), Fleet Management Fund (Fund 5002), and the Risk Financing Fund (Fund 5005). OMB and DAS have discussed each line item in the submitted budget. Following discussions and adjustments, the budget presented herein is supported by both departments.

Excluding reserves, expenditures for the department overall are increasing from \$89.3M to \$97.7M for a difference of \$8.4M, or 9.4%. The explanation of the increases is provided above.

Fund 0001 – General Fund

The General Fund supports operations for Purchasing and Facilities and Real Property and expenditures are increasing from \$42.1M to \$44.0M for a difference of \$1.9M, or 4.5%. as explained above.

Fund 5002 – Fleet Management Fund

The Fleet Management Fund is supported by charges for services and parts billed to client departments and agencies. Excluding Reserves, expenditures for the Fleet Management Fund are increasing overall from \$24.5M to \$27.1M for a difference of \$2.6M, or 10.8% as explained above. Revenues for the Fleet Management Fund are decreasing from \$41.3M to \$35.6M for a difference of \$5.8M, or 13.9%. This is due to a decrease in the beginning fund balance, which went from \$24.0M to \$13.9M for a difference of \$10.1M, or 42.1%. Reserves for the Fleet Management Fund are also decreasing from \$16.8M to \$8.5M for a difference of \$8.3M, or 49.5%. Both Reserves and beginning fund balance are decreasing due to unanticipated inflation, demand in service and parts, and supply chain disruptions that have led to increased expenditures and budget amendments to meet operational demands in FY23 and FY24.

Fund 5005 – Risk Financing Fund

The Risk Financing Fund is supported by charges for services, insurance administration, and coverage for departments and agencies. Excluding Reserves, expenditures are increasing from \$22.8M to \$26.6M for a difference of \$3.8M, or 16.8%. Revenue is decreasing from \$53.7M to \$53.7M (the same due to rounding) for a difference of \$37,200, or 0.07%, due to an updated methodology for how inflation is factored. This is offset by an increase from \$29.1M to 30.2M for a difference of \$1.1M, or 4.0% in the beginning fund balance. Reserves are also decreasing from \$31.0M

to \$27.1M for a difference of \$3.9M, or 12.4%, due to an increase in insurance rates and claims and the reduction of revenue as explained above.

FY23 Accomplishments

- Hired a firm to assist with design of an electric vehicle (EV) charging infrastructure for Fleet Management.
- Negotiated agreement for an upgrade to Fleet Management software.
- Fully implemented the Grainger Keep Stock program for efficiency in Facilities operations.
- Completed implementation of GPS system.
- Completed Public Safety Campus fuel site design.
- Decommissioned four fuel sites as per DAS Work Plan.
- Completed implementation of Open Gov Procurement software.

Work Plan

- Conduct County Space Study and Analysis
- Develop Building Project Management Manual
- Develop EV Master Plan
- Implement New Vehicle and Equipment Global Positioning System (GPS) Program
- Update Management Plan for County-Owned Properties
- Update Real Estate Policy and Procedures

Performance Measures

Measure	Unit of Measure	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
Change in Carbon Dioxide Emission from Prior Year	Percent	-4.00%	-	-	-
Change in Employee Injuries from Prior Year	Percent	0.0%	-14.0%	-5.0%	-5.0%
Change Orders Processed - Form A	Count	2,357	2,161	-	-
Savings Attributed to Purchasing Card Use	US Dollars	\$1,435,833.00	-	\$1,350,000.00	\$1,350,000.00
Vendors in Compliance With Assigned Insurance Requirements	Percent	81.0%	81.0%	80.0%	80.0%

Budget Summary by Program and Fund

Reserves Program

Oversees the management and allocation of the County's financial reserves.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
5002 - Fleet Management Fund	\$0	\$0	\$0	\$16,823,490	\$8,500,370
5005 - Risk Financing Fund	\$0	\$0	\$0	\$30,985,330	\$27,135,260
Total	\$0	\$0	\$0	\$47,808,820	\$35,635,630

Emergency Events

Expenditures incurred during a disaster event to allow for accurate tracking of those expenses in support of reimbursement of eligible expenditures from the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program or other funding sources, as applicable.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$1,145,668	\$1,186,488	\$8,312	\$0	\$0
Total	\$1,145,668	\$1,186,488	\$8,312	\$0	\$0

Land Management

Protection of parks, environmental land, and natural resources and the maintenance of county owned landscapes.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$0	\$0	\$0	\$525,000	\$525,000
Total	\$0	\$0	\$0	\$525,000	\$525,000

Fleet Fuel Management

Provides fuel and maintains fuel sites throughout the County and ensures regulatory compliance.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
5002 - Fleet Management Fund	\$4,372,068	\$4,599,295	\$6,955,160	\$6,254,250	\$6,843,000
Total	\$4,372,068	\$4,599,295	\$6,955,160	\$6,254,250	\$6,843,000

Fleet Asset Management

Acquisition, use, maintenance, repair, and disposal of County-owned vehicles, heavy equipment, and stationary engines.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
5002 - Fleet Management Fund	\$7,780,806	\$8,307,747	\$11,070,997	\$18,245,070	\$20,290,650
Total	\$7,780,806	\$8,307,747	\$11,070,997	\$18,245,070	\$20,290,650

Radio and Technology

Management and administration of the countywide intergovernmental radio and data system used for public safety communication and incident response and non-public safety use by various agencies and regional partners such as Pinellas Suncoast Transit Authority (PSTA) and the Pinellas County School District. Provides a secure, countywide computer network connecting nearly 100 remote sites to the Regional 911 Center.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$0	\$0	\$0	\$9,700	\$9,700
Total	\$0	\$0	\$0	\$9,700	\$9,700

Procurement

Centralized purchasing function for the Pinellas County Board of County Commissioners (BCC) and select constitutional officers defined by County Code 2-156 through 2-195 and selected sections of 2-62.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$2,086,006	\$2,910,905	\$2,633,372	\$2,402,420	\$2,576,240
Total	\$2,086,006	\$2,910,905	\$2,633,372	\$2,402,420	\$2,576,240

Jail Facility Operations and Maintenance

Maintenance of the detention and other facilities operated by the Pinellas County Sheriff's Office.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$5,911,363	\$6,281,620	\$6,180,779	\$6,791,380	\$5,855,190
Total	\$5,911,363	\$6,281,620	\$6,180,779	\$6,791,380	\$5,855,190

Utility Support

Provision of electricity, potable water, reclaimed water, sanitary sewer, stormwater sewer, and refuse collection services for Pinellas County owned and leased facilities.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$9,262,423	\$9,691,591	\$11,224,642	\$10,008,000	\$12,958,680
Total	\$9,262,423	\$9,691,591	\$11,224,642	\$10,008,000	\$12,958,680

Property Acquisition, Management, and Surplus

Acquisition, design, construction, remodeling, allocation, and disposition of County owned real property and the transfer and disposal of surplus County-owned personal property.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$2,432,573	\$1,953,302	\$1,864,254	\$2,373,750	\$995,260
Total	\$2,432,573	\$1,953,302	\$1,864,254	\$2,373,750	\$995,260

Leasing

County Leasing and licensing of real property owned by others.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$4,945,799	\$5,100,279	\$5,352,837	\$5,911,690	\$5,604,270
Total	\$4,945,799	\$5,100,279	\$5,352,837	\$5,911,690	\$5,604,270

Facility Operation and Maintenance

Operations and maintenance of all Pinellas County Government and Courts facilities.

Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
0001 - General Fund	\$12,927,520	\$11,962,315	\$13,553,642	\$14,048,590	\$14,219,430
Total	\$12,927,520	\$11,962,315	\$13,553,642	\$14,048,590	\$14,219,430

Protecting County Employees, Citizens, and Assets

Management of Pinellas County's risk due to worker injuries, third party liability losses from citizens and others, property losses, environmental losses, and other types of losses.

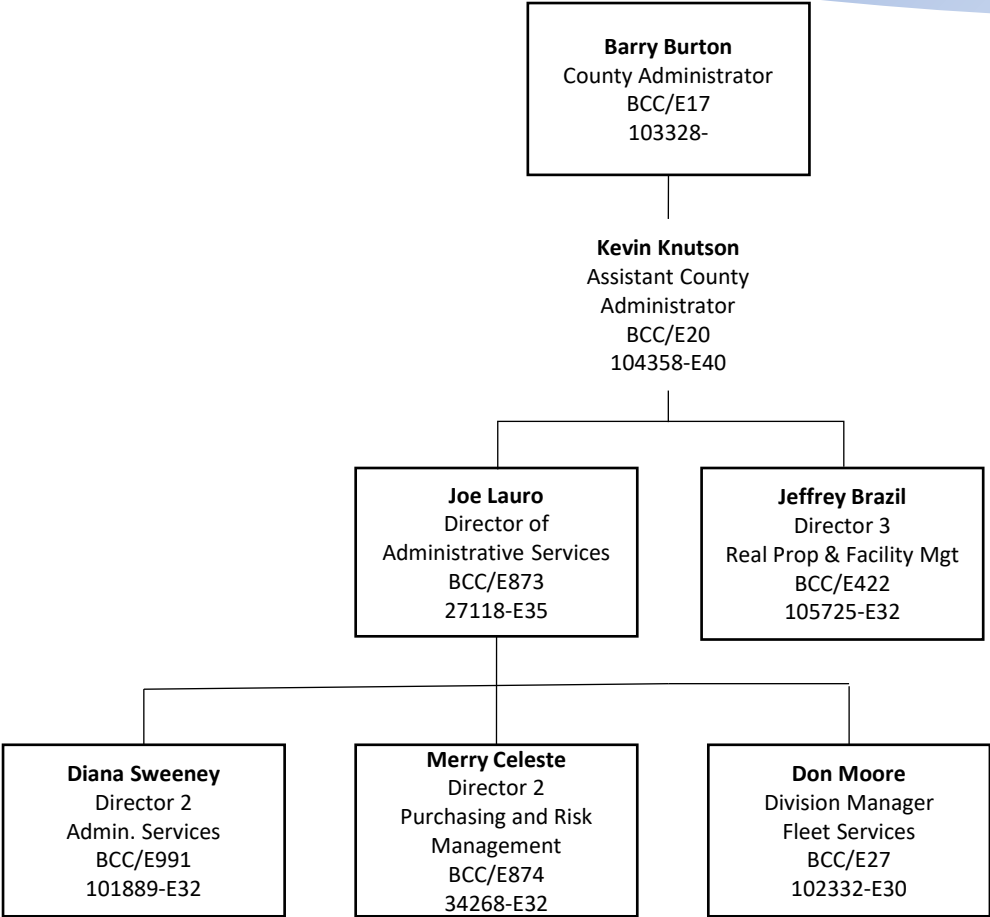
Fund	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
5005 - Risk Financing Fund	\$19,580,490	\$20,867,937	\$19,770,070	\$22,752,210	\$26,565,040
Total	\$19,580,490	\$20,867,937	\$19,770,070	\$22,752,210	\$26,565,040

Attachments:

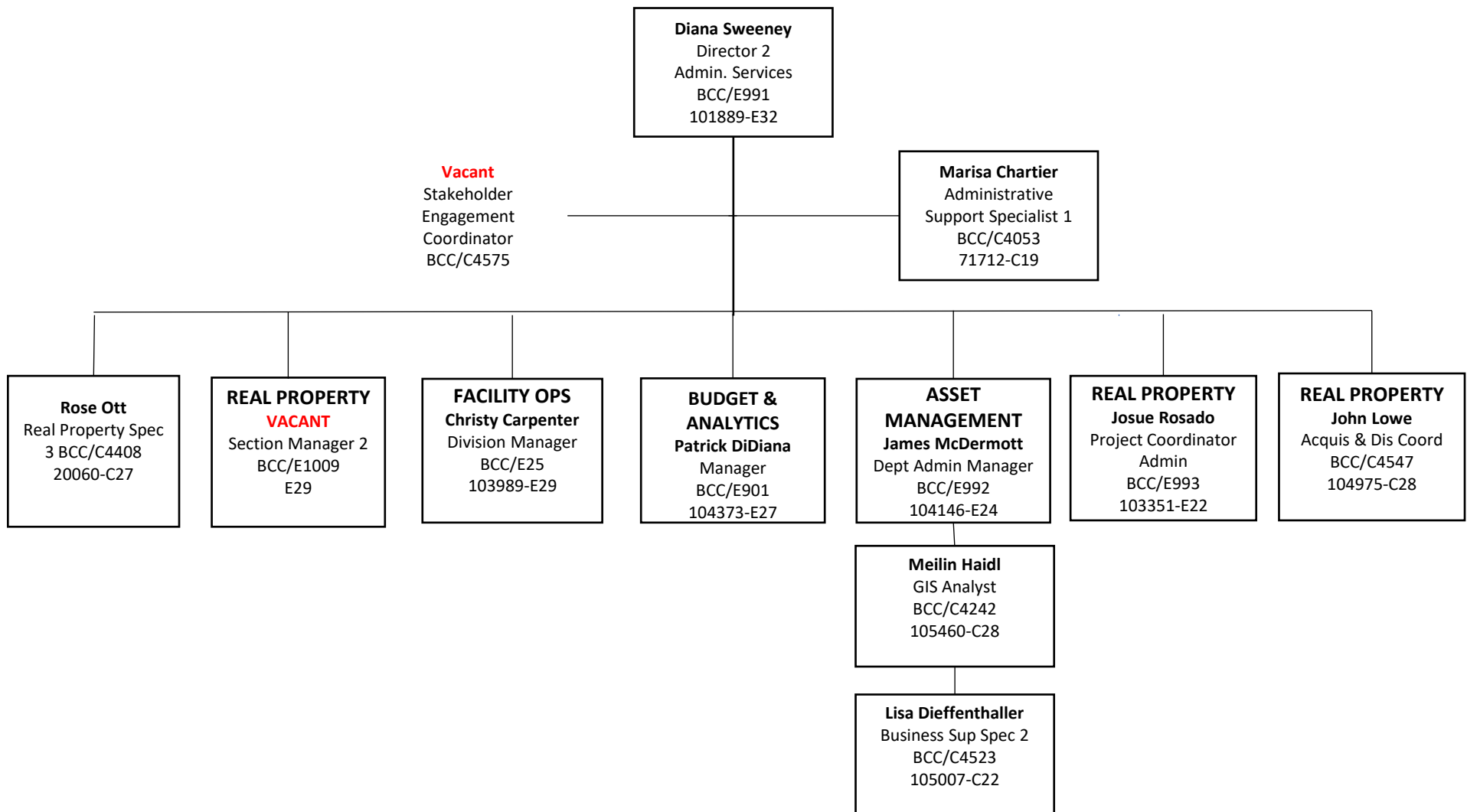
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PINELLAS COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES

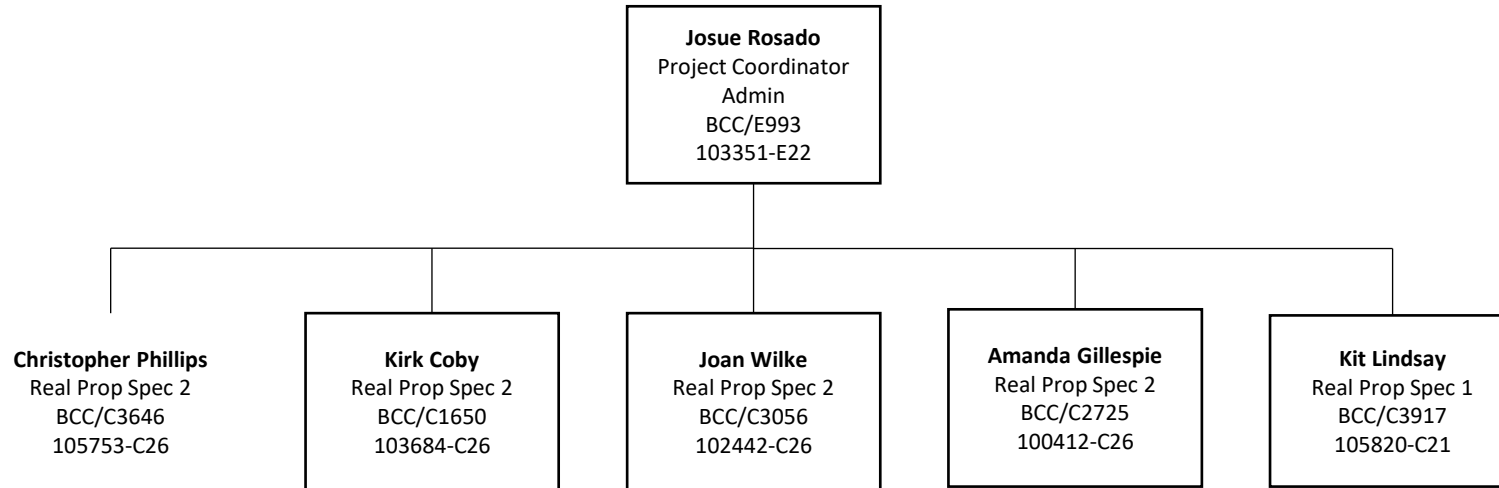


DEPARTMENT OF ADMINISTRATIVE SERVICES FACILITIES AND REAL PROPERTY DIVISION

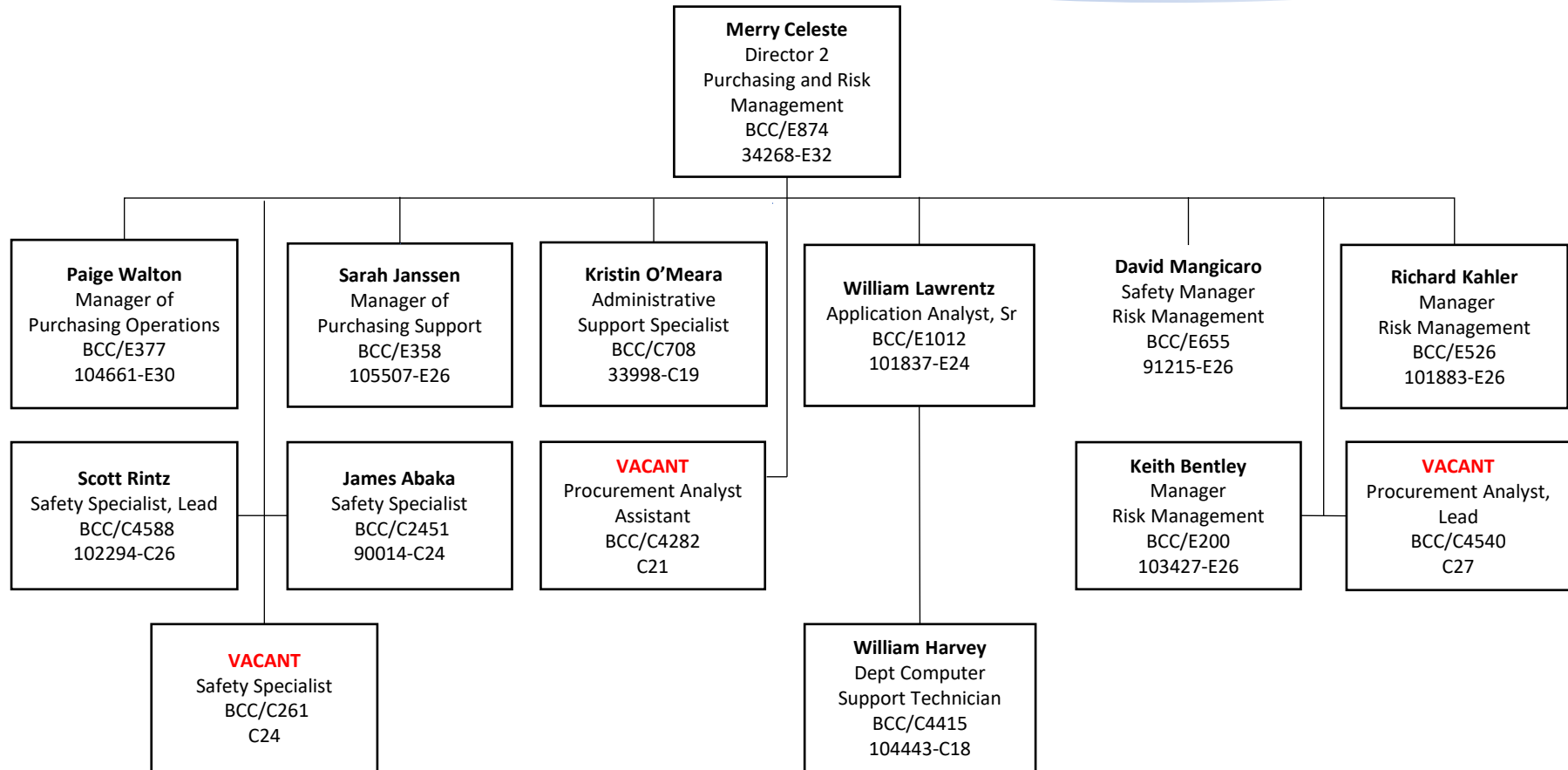


March 1, 2023

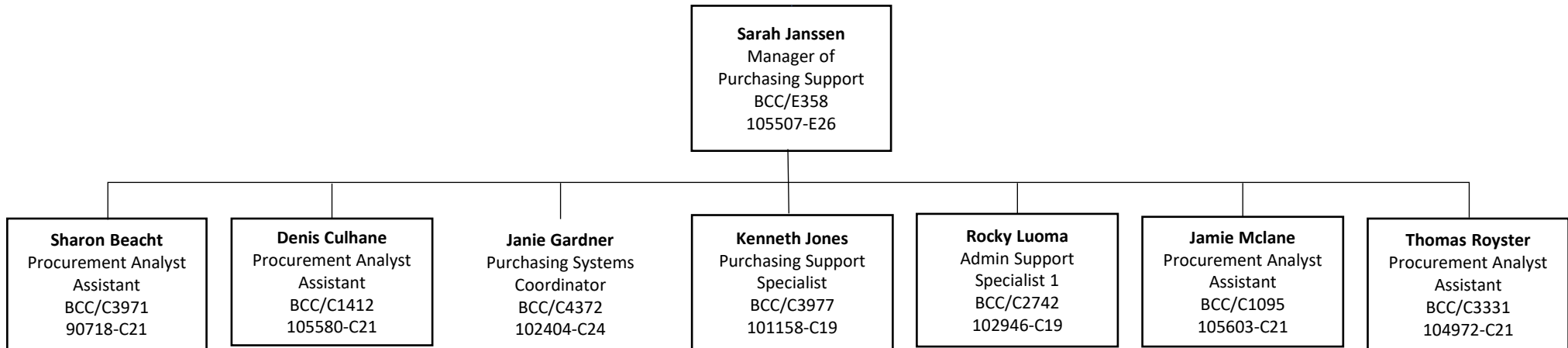
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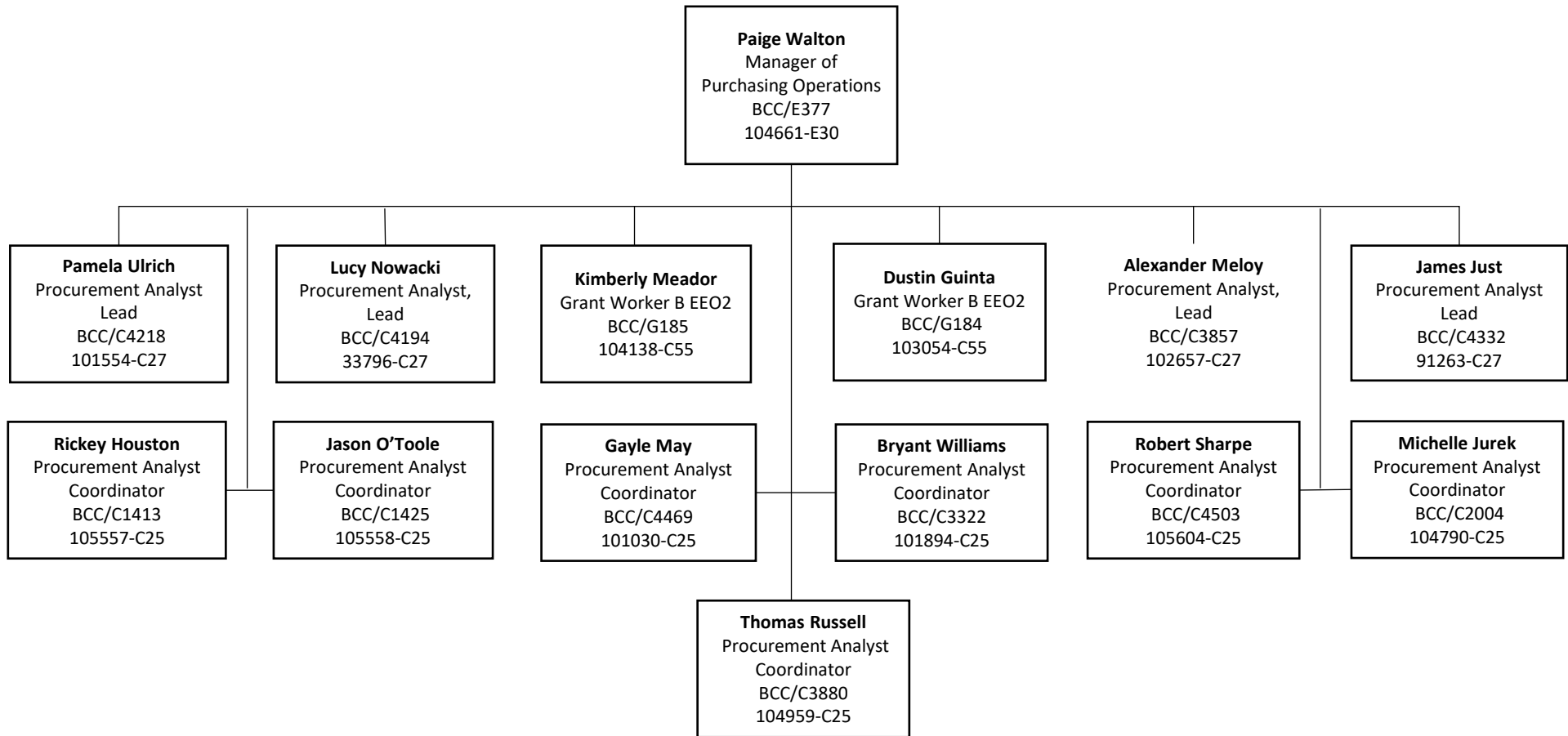
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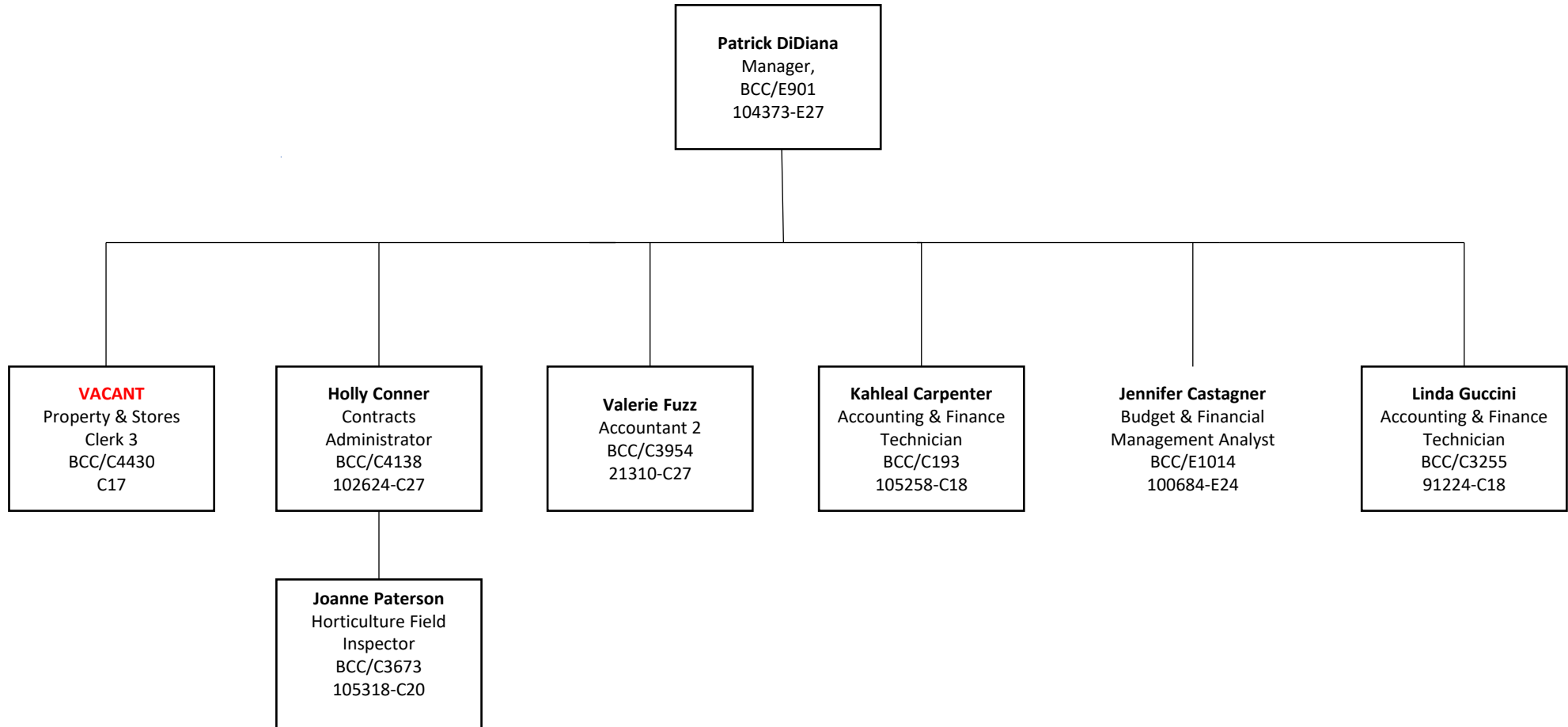
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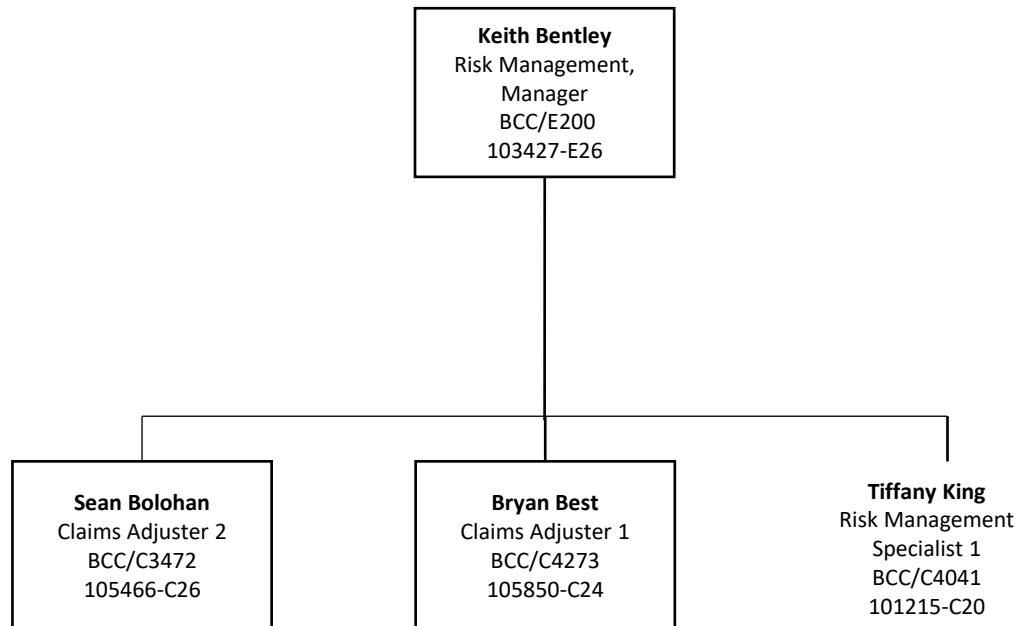
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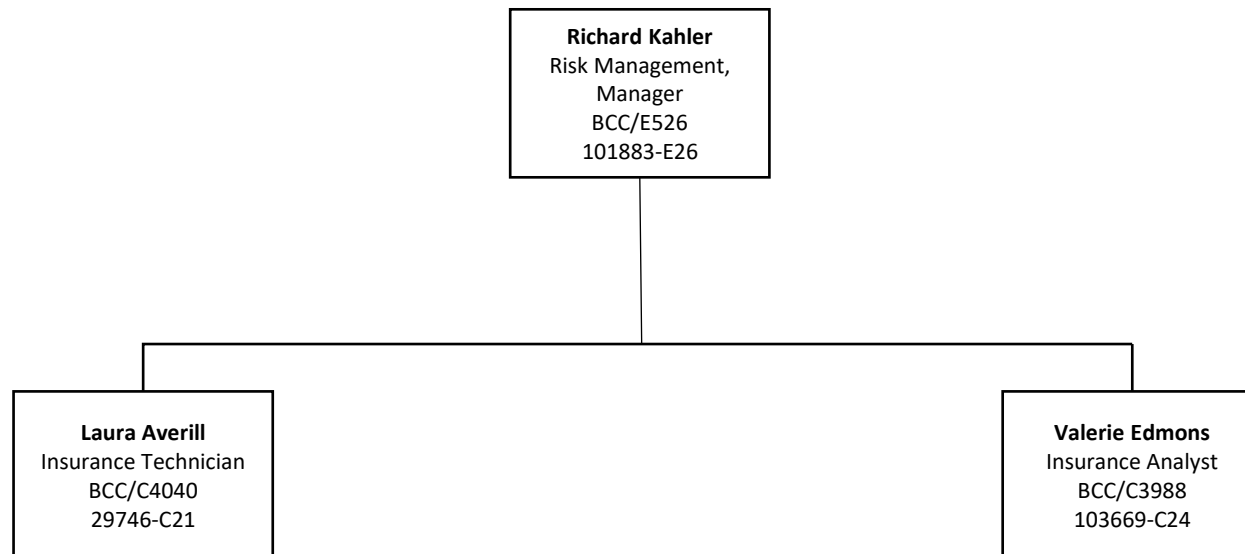
DEPARTMENT OF ADMINISTRATIVE SERVICES BUDGET & ANALYTIC SERVICES



DEPARTMENT OF ADMINISTRATIVE SERVICES RISK MANAGEMENT- CLAIMS



DEPARTMENT OF ADMINISTRATIVE SERVICES RISK MANAGEMENT- INSURANCE



DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET MANAGEMENT SERVICES



Don Moore
Division Manager, Fleet
Operations
BCC/E27
102332-E30

John Neal
Dept Admin Manager
Projects and Analysis
BCC/E893
4738-E24

Central Fleet Facility

Thomas Scotty Hargett
Fleet Mechanic
Supervisor
BCC/C1651
103022-C25

Greg Herremans
Fleet Acquisition Spec
Veh Replacement
Program Lead
BCC/C4298
21474-C25

Generator Service

Jeff Benbow
Fleet Generator Service
Supervisor
BCC/C4482
104178-C27

US 19 Fleet Facility

Jared Rouillard
Fleet Mechanic
Supervisor
BCC/C316
30298-C25

Accounting/Parts/Billing/Fuel Team

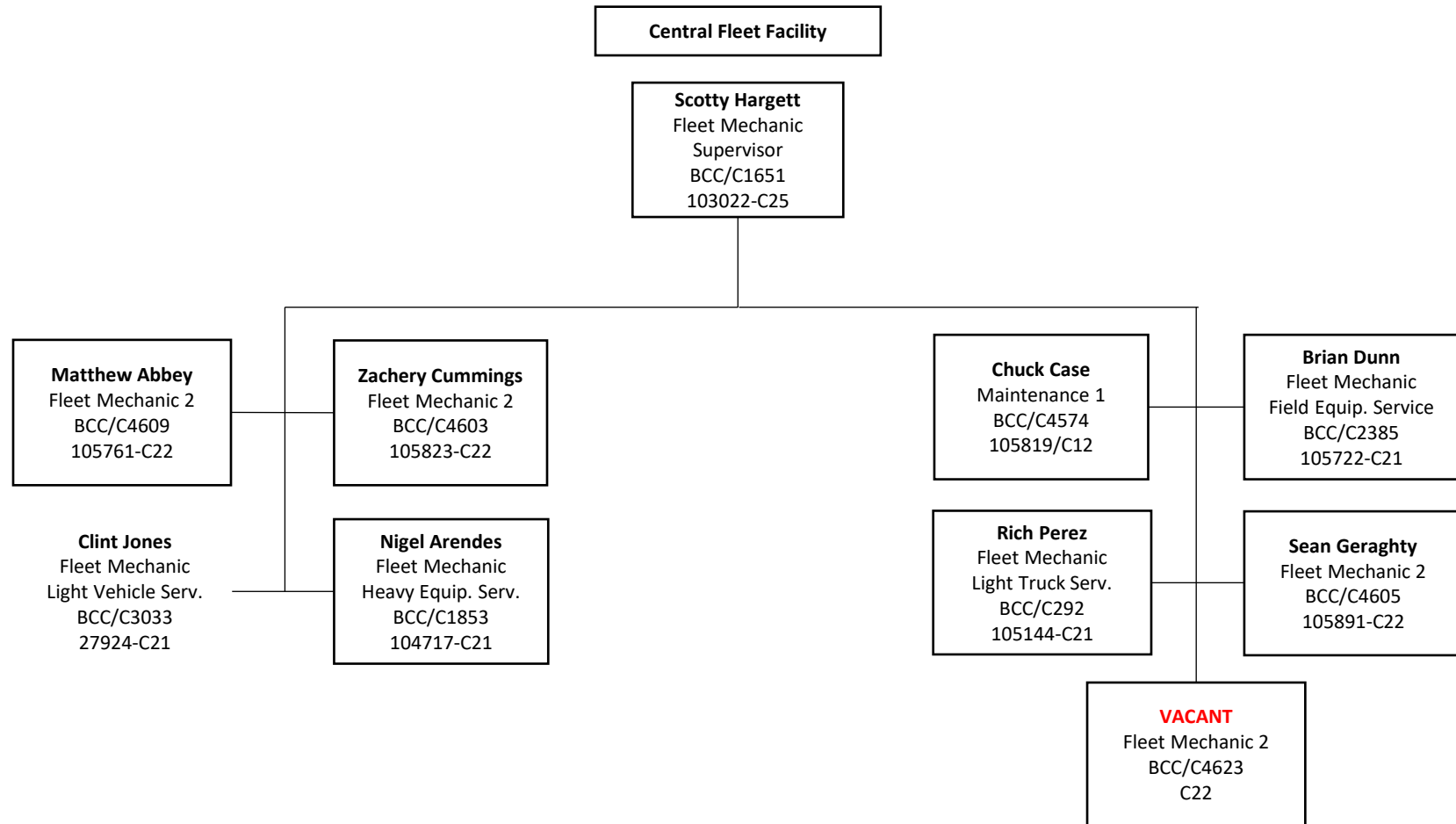
Melissa Perez
Acct Svcs Coord
Acct and Data Systems
BCC/C291
32168-C25

George Lamb
Admin Support Spec 1
BCC/C4617
105915-C19

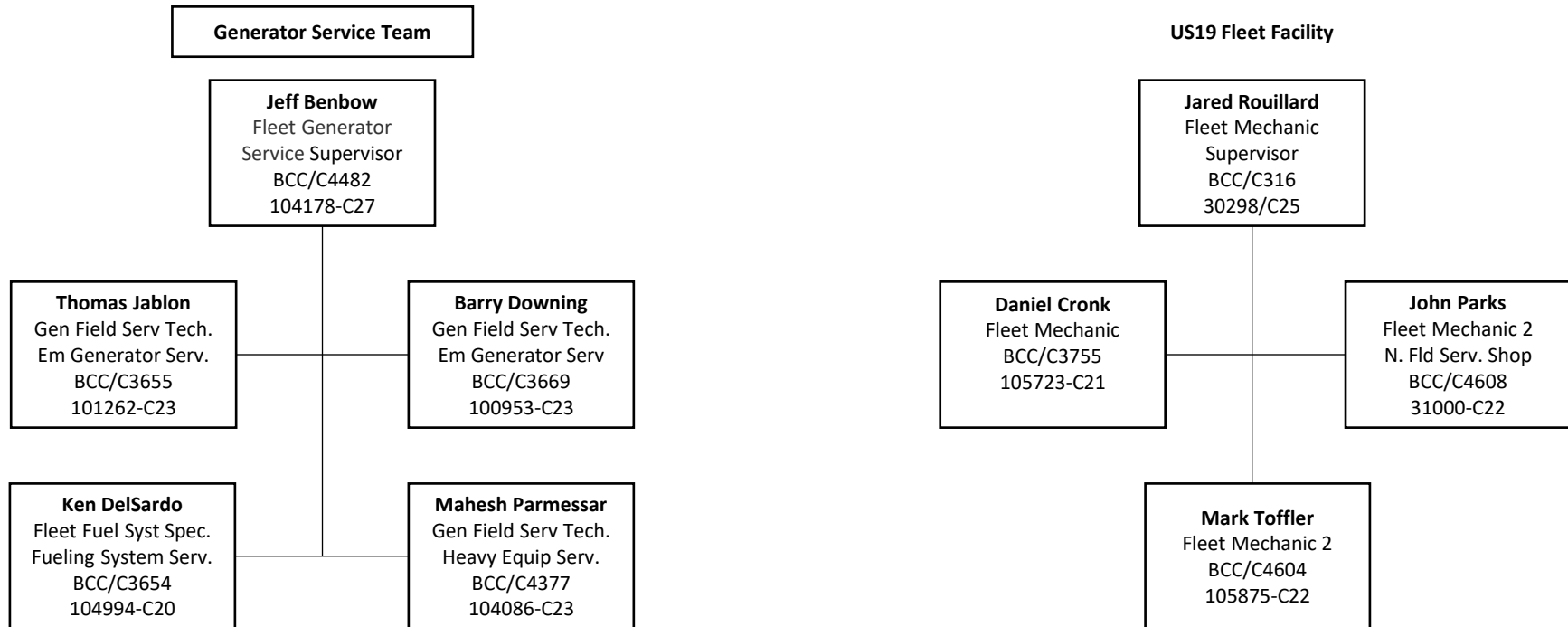
Angela Roberson
Acct & Finance Tech
Billing and Parts Supt
BCC/C1594
29646-C18

Gail Monroe
Accountant 1
Fuel Inventory Control
BCC/C293
27216-C22

DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET MANAGEMENT SERVICES

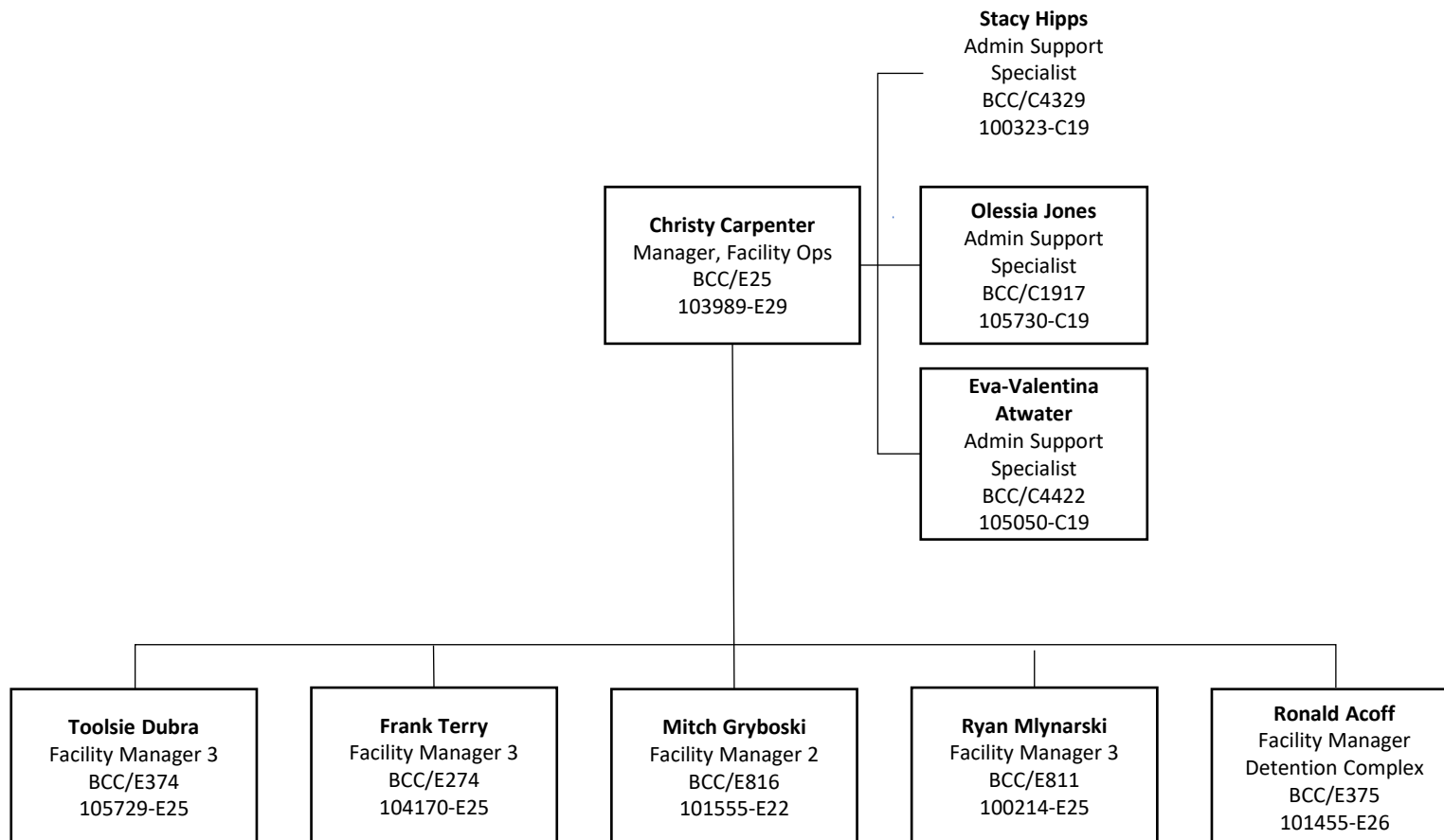


DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET MANAGEMENT SERVICES



FACILITIES AND REAL PROPERTY DIVISION

FACILITY OPERATIONS



March 1, 2023

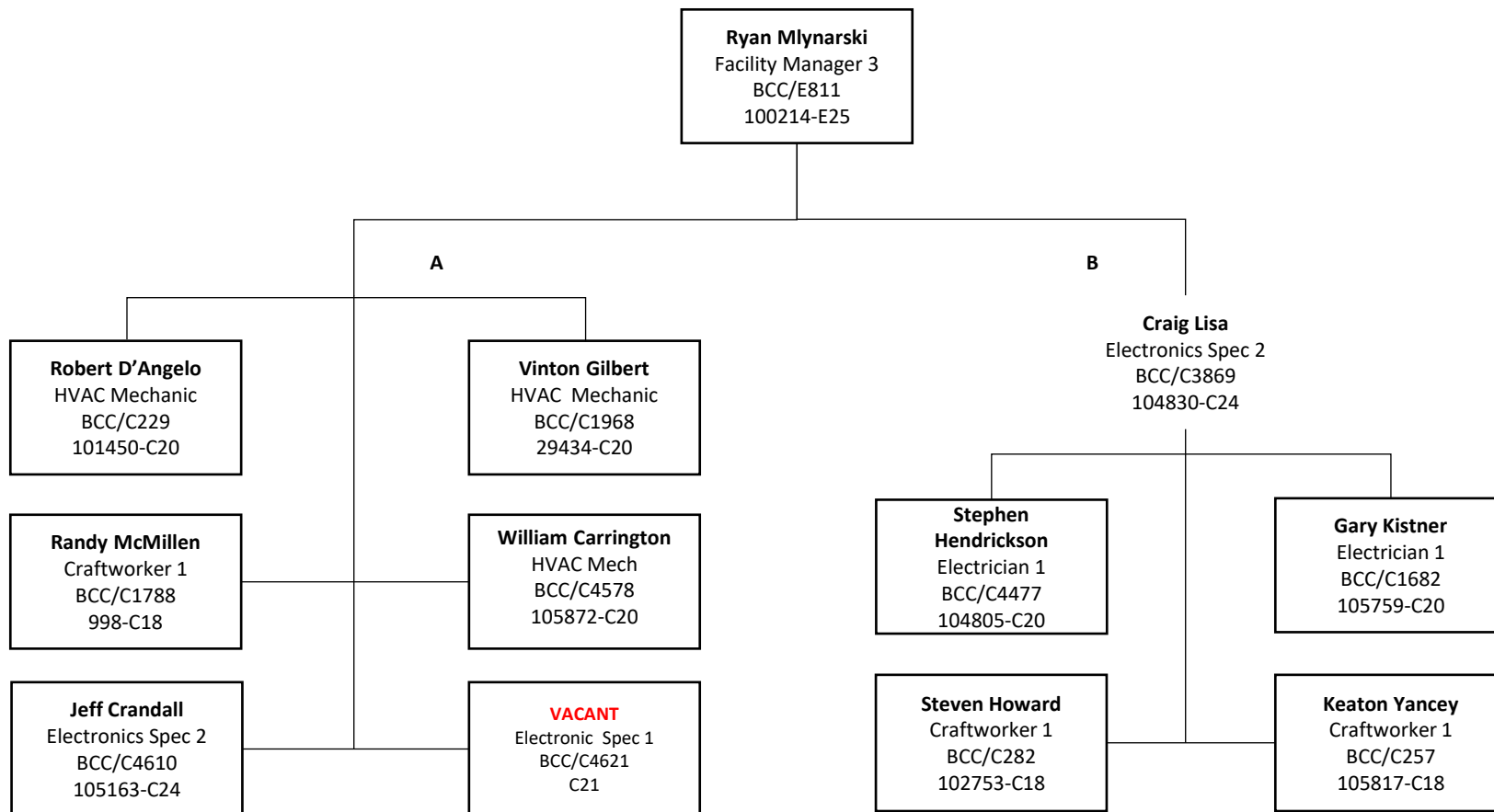
FACILITIES AND REAL PROPERTY DIVISION

FACILITY OPERATIONS – NORTHWEST NORTH



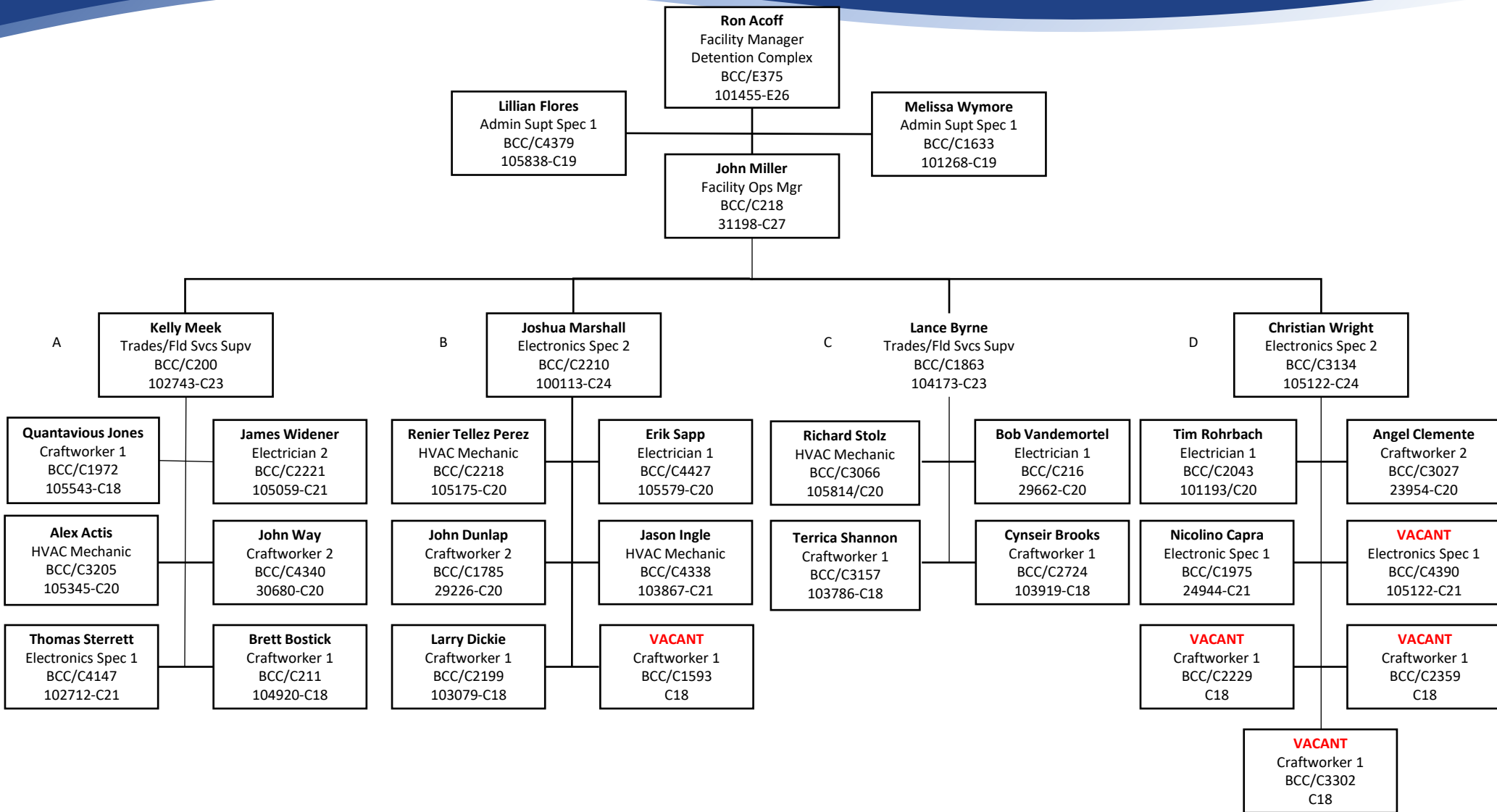
FACILITIES AND REAL PROPERTY DIVISION

FACILITY OPERATIONS – MID



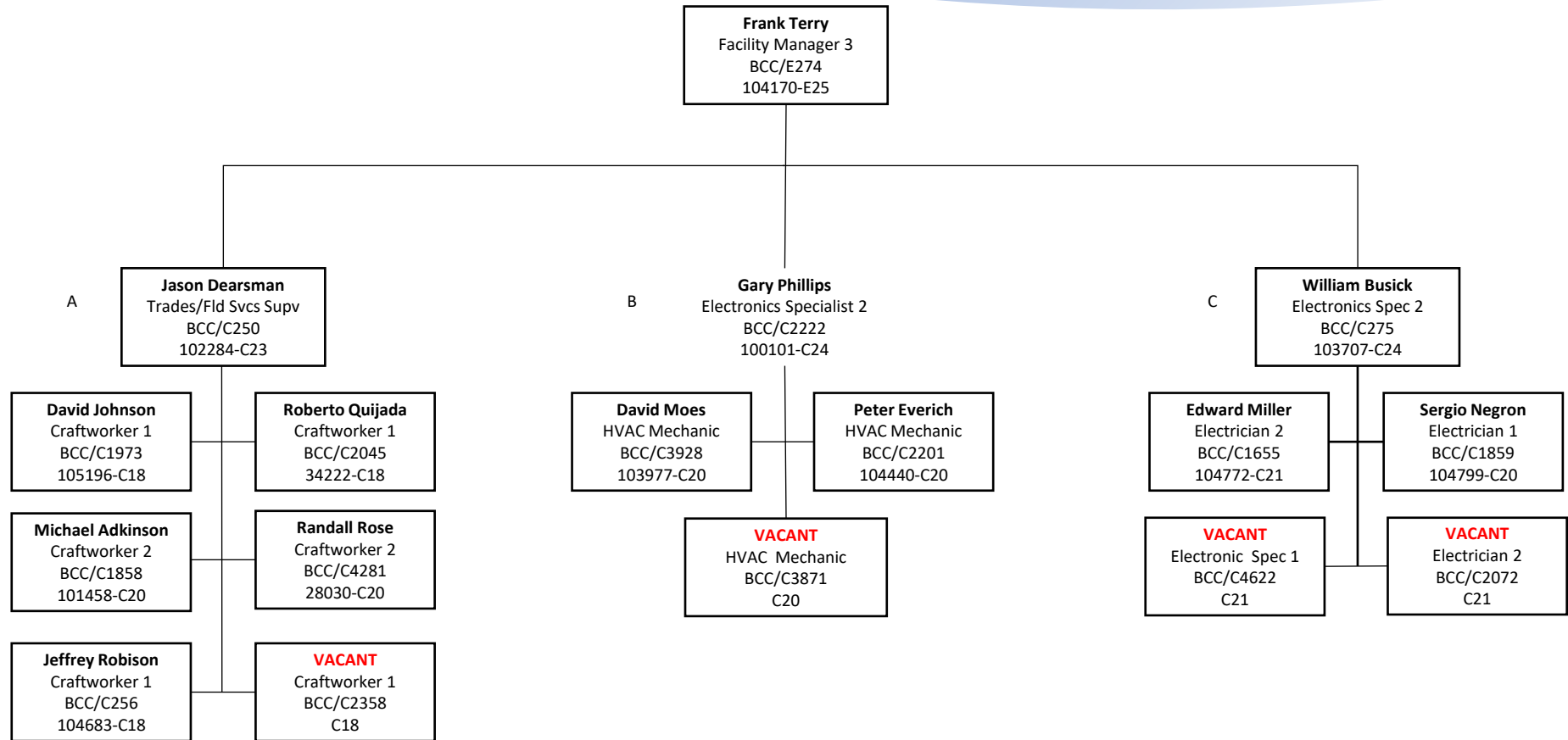
FACILITIES AND REAL PROPERTY DIVISION

FACILITY OPERATIONS - DETENTION



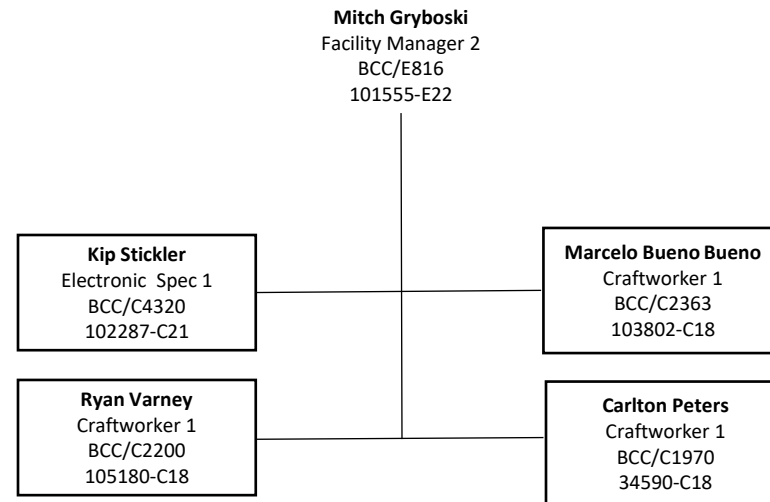
FACILITIES AND REAL PROPERTY DIVISION

FACILITY OPERATIONS – SOUTHEAST CENTRAL



March 1, 2023

FACILITIES AND REAL PROPERTY DIVISION FACILITY OPERATIONS – SOUTHEAST SOUTH



Attachment II A: Budget Pages - Department Roll Up

Pinellas County
Standard Detail
Department: Administrative Services
Version: County Admin Review

Expenditures

Major Object	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change
Personnel Services	21,707,377	22,484,774	19,311,851	23,939,050	22,785,770	23,123,779	(815,271)	-3.41%
Operating Expenses	45,683,375	47,516,498	54,733,071	53,520,330	58,553,050	61,492,980	7,972,650	14.90%
Capital Outlay	3,053,964	2,860,207	4,569,143	11,862,680	11,862,680	13,081,130	1,218,450	10.27%
Reserves	0	0	0	47,808,820	0	35,635,630	(12,173,190)	-25.46%
Expenditures Total	70,444,716	72,861,479	78,614,065	137,130,880	93,201,500	133,333,519	(3,797,361)	-2.77%

Attachment II B: Budget Pages - By Fund

Pinellas County
Standard Detail
Fund: 0001 - General Fund
Version: County Admin Review

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5110001 - Executive Salaries	1,844,499	1,781,150	1,573,554	1,770,610	2,017,000	1,697,802	(72,808)	-4.11%	Includes 3.0% adjustment of base salary for general increase. Pay incentive, higher turnover, and increased reclassifications. Also includes FTE relainment to Construction Services.
5120001 - Regular Salaries & Wages	5,865,158	6,304,631	6,199,891	7,268,200	6,388,800	6,771,463	(496,737)	-6.83%	Includes 3.0% adjustment of base salary for general increase. Pay incentive, higher turnover, and increased reclassifications. Also includes FTE relainment to Construction Services.
5130001 - Other Salaries And Wages	0	0	4,169	0	0	0	0	0.00%	
5140001 - Overtime Pay	486,190	551,982	773,635	415,630	415,630	250,000	(165,630)	-39.85%	
5150001 - One Time COLA Wage Disbursement	0	0	0	165,710	85,920	0	(165,710)	-100.00%	Reduction due to one-time \$1,200 retention pay in FY23.
5200001 - Employee Benefits-Overtime	0	0	0	0	0	0	0	0.00%	
5210001 - FICA Taxes	605,963	636,181	625,923	677,540	658,020	646,410	(31,130)	-4.59%	
5220001 - Retirement Contributions	803,640	942,717	995,895	1,118,370	1,078,040	1,213,742	95,372	8.53%	

5230001 - Hlth,Life,Dntl,Std,Ltd	2,562,977	2,605,804	2,160,741	2,652,980	2,386,060	2,613,572	(39,408)	-1.49%
5299989 - Rg Sal&Wges-Cntra-Prj-Bur	(39,480)	(80,367)	(115,972)	(90,000)	0	(90,000)	0	0.00%
5299991 - Reg Salary&Wgs-Contra-Prj	(139,920)	(341,659)	(463,678)	(231,290)	(120,100)	(280,100)	(48,810)	-21.10%
5299992 - Benefits-Contra-Projects	(54,476)	(134,911)	(168,498)	(100,110)	(39,550)	(104,550)	(4,440)	-4.44%
Personnel Services Total:	11,934,551	12,265,528	11,585,659	13,647,640	12,869,820	12,718,339	(929,301)	-6.81%

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5310001 - Professional Services	504,274	639,041	414,572	381,040	406,170	393,170	12,130	3.18%	Increased approved County Vendor costs. Some costs realigned to Construction Services.
5340001 - Other Contractual Svcs	3,310,630	3,474,552	4,445,714	4,366,540	4,754,040	4,529,610	163,070	3.73%	Increased approved County Vendor costs. Some costs realigned to Construction Services.
5340003 - Contract Svcs-Janitorial	224,998	563,977	10,200	0	0	0	0	0.00%	
5349000 - Contract Services-Other	8,172	13,705	0	0	0	0	0	0.00%	
5399989 - Op Exp-Contra-Proj-Burdng	(9,406)	(29,160)	(35,992)	(23,540)	(23,540)	(23,540)	0	0.00%	
5400001 - Travel and Per Diem	0	4,000	1,559	12,600	12,600	9,100	(3,500)	0.00%	Costs realign to Construction Services.
5400100 - Transportation Exp	30	0	1,703	0	0	0	0	0.00%	
5400105 - Mileage-Local	552	1,023	745	0	0	0	0	0.00%	
5400110 - Mileage-Out of Town	125	366	231	0	0	0	0	0.00%	
5400200 - Meals/Per Diem	257	1,089	333	0	0	0	0	0.00%	

5400205 - Meals-Taxable	22	0	0	0	0	0	0	0.00%
5400300 - Hotels/Motels/Lodging	921	1,935	5,515	0	0	0	0	0.00%
5400900 - Travel-Other	58	0	600	0	0	0	0	0.00%
5410001 - Communication Services	114,310	63,388	149,436	89,420	120,360	116,860	27,440	30.69% Increases in telecom costs such as cell phone stipends and internet services. Costs also realigned to Construction Services.
5420001 - Freight	359	166	59	1,590	940	940	(650)	-40.88% Reduced need in FY24.
5420002 - Postage	782	385	760	1,100	1,150	850	(250)	-22.73% Reduced need in FY24.
5430001 - Utility Service	9,262,423	9,691,591	11,224,642	10,008,000	12,475,290	12,958,680	2,950,680	29.48% Increased Duke, natural gas, water, and waste management expenses.
5440001 - Rentals and Leases	4,713,932	4,775,029	4,974,145	5,710,800	5,683,900	5,469,270	(241,530)	-4.23% Sheltair expenditures not part of FY24 budget. Will resume in FY25.
5442000 - Rental&Leases-Buildings	0	0	107,475	0	0	0	0	0.00%
5444000 - Rental&Leases-Equipment	0	10,000	735	9,000	11,500	11,500	2,500	27.78% Increased need for equipment and higher approved vendor costs.
5460001 - Repair&Maintenance Svcs	3,747,790	3,052,151	4,021,448	3,306,300	3,060,380	4,202,700	896,400	27.11% Increased approved vendor costs, addressing deferred maintenance, and new requests from client department. Some costs realigned to Construction Services.
5470001 - Printing and Binding Exp	1,293	738	954	1,600	1,350	1,350	(250)	-15.63% Reduced need in FY24.
5490001 - Othr Current Chgs&Obligat	167,989	189,707	151,004	142,970	138,320	148,450	5,480	3.83% Increased licensing costs.
5490020 - Otr Chgs- Legal Advertising	50	61	254	250	250	250	0	0.00%

5490060 - Incentives & Awards	0	0	45	500	500	500	0	0.00%	
5490070 - Employee Celebrations & Recognition	0	0	0	2,480	2,480	2,330	(150)	-6.05%	Reduced due to FTE realignment to Construction Services.
5496521 - Intgv Sv-Fleet-Op & Maint	404,193	311,125	258,944	480,200	480,200	495,080	14,880	3.10%	Increased Fleet expenses.
5496522 - Intgv Sv-Flt-Veh Rplcmnt	119,130	138,411	101,620	120,630	120,630	225,670	105,040	87.08%	Increased costs and quantity for vehicle replacement in FY24.
5496551 - Intgv Sv-Risk Financing	1,305,380	1,477,210	1,608,590	1,723,390	1,723,390	1,080,200	(643,190)	-37.32%	Reduction in Risk Cost Plan expenses and some costs realigned to Construction Services.
5510001 - Office Supplies Exp	28,445	26,182	38,071	34,350	32,300	26,300	(8,050)	-23.44%	Reduced need in FY24 and costs realigned to Construction Services.
5520001 - Operating Supplies Exp	2,037,978	1,851,275	1,466,997	1,539,000	1,570,100	1,246,300	(292,700)	-19.02%	Reduced need in FY24 and costs realigned to Construction Services.
5520006 - Oper. Supplies-Clothing	16,984	14,500	13,701	21,950	18,550	17,000	(4,950)	-22.55%	Reduced need in FY24.
5520009 - Oper. Supplies-Computer	1,047	566	51	500	500	500	0	0.00%	
5520091 - Equipment purchases under \$5,000	0	0	3,627	0	0	0	0	0.00%	
5520098 - PC Purchases under \$5,000	0	0	22,437	33,420	31,110	49,760	16,340	48.89%	BTS Plan. Some costs realigned to Construction Services.
5520099 - PC Purchases under \$1000	40,406	38,764	43,210	0	0	0	0	0.00%	
5529000 - Oper. Supplies-Misc	0	0	0	500	500	500	0	0.00%	
5540001 - Bks,Pub,Subscrip&Membrshps	9,945	6,342	5,971	27,230	24,010	12,660	(14,570)	-53.51%	Reduced need in FY24 and costs realigned to Construction Services.

5550001 - Training&Education Costs	6,632	22,867	22,966	66,070	58,500	39,370	(26,700)	-40.41%	Reduced need in FY24 and costs realigned to Construction Services.
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5999999 - Invoices Pend Acct Distribution	0	0	0	0	0	0	0	0.00%	
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Operating Expenses Total:	26,019,698	26,340,984	29,062,320	28,057,890	30,705,480	31,015,360	2,957,470	10.54%	
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Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5620001 - Buildings	329,435	261,201	131,247	135,000	135,000	85,000	(50,000)	-37.04%	Reduced need in FY24.
5630001 - Improvmnts Othr Than Bldg	52,332	165,649	15,445	200,000	200,000	150,000	(50,000)	-25.00%	Reduced need in FY24.
5640001 - Machinery And Equipment	325,037	52,750	23,168	30,000	30,000	30,000	0	0.00%	
5640099 - PC Purchases over \$1000	10,240	0	0	0	0	0	0	0.00%	
5640300 - Equip-Vehicle&Heavy Equip	103	389	0	0	0	0	0	0.00%	
5680100 - Software-Purchased	1,688	0	0	0	0	0	0	0.00%	
Capital Outlay Total:	718,834	479,989	169,859	365,000	365,000	265,000	(100,000)	-27.40%	
General Fund Total:	38,673,083	39,086,501	40,817,838	42,070,530	43,940,300	43,998,699	1,928,169	4.58%	

Pinellas County
Standard Detail
Fund: 5002 - Fleet Management Fund
Version: County Admin Review

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
2710201 - FB-Unrsv-Cntywide-Beg	15,199,395	16,527,990	457,871	23,980,530	21,670,320	13,890,480	(10,090,050)	-42.08%	Decrease due to increased expenditures. This includes inflation and greater demand for an aging fleet.
2810001 - Fund Balance-Restricted	0	0	21,670,319	0	0	0	0	0.00%	
Fund Balance Total	15,199,395	16,527,990	22,128,190	23,980,530	21,670,320	13,890,480	(10,090,050)	-42.08%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3412601 - Int Sv-Flt-O&M-Intra	6,742,452	6,757,460	7,562,113	8,720,030	8,720,030	10,934,580	2,214,550	25.40%	Based on projected expenditures. Parts and service costs increasing.
3412602 - Int Sv-Flt-Rpl-Intra	5,565,384	4,893,313	4,513,449	4,397,380	4,397,380	5,326,480	929,100	21.13%	Based on projected expenditures. Vehicle costs are increasing and inflation factor has been adjusted from 3.0% to 5.0%.
3412603 - Int Sv-Flt-Rpl-Inter	33,690	35,823	37,326	40,040	40,040	53,070	13,030	32.54%	Based on projected expenditures. Vehicle costs are increasing and inflation factor has been adjusted from 3.0% to 5.0%.

3412604 - Int Sv-Flt -O&M-Inter	2,144,566	2,360,832	3,668,951	2,878,640	2,878,640	3,810,900	932,260	32.39%	Based on projected expenditures. Parts and service costs increasing.
3412605 - Int Sv-Flt-Val Add-Intra	0	0	0	0	0	0	0	0.00%	
3412608 - Int Sv-Flt-Admin-Intra	587,407	643,086	684,610	770,560	770,560	799,240	28,680	3.72%	Based on projected expenditures. Increased admin costs.
3412609 - Int Sv-Flt-Admin-Inter	4,968	6,012	6,240	6,040	6,040	8,480	2,440	40.40%	Based on projected expenditures. Increased admin costs.
3492000 - Charge For Services-Fleet	139,063	56,639	133,070	86,720	86,720	1,890	(84,830)	-97.82%	Based on projected expenditures.
Charges for Services Total:	15,217,530	14,753,165	16,605,760	16,899,410	16,899,410	20,934,640	4,035,230	23.88%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3611210 - Interest-Cash Pools	38,705	10,192	38,179	8,820	8,820	0	(8,820)	-100.00%	Based on final plan adjustment.
3611700 - Interest-St Brd Of Admin	37,856	6,708	34,836	0	0	0	0	0.00%	
3611800 - Interest-Securities	228,798	161,081	95,524	0	0	0	0	0.00%	
3613001 - Net Inc/Dec In Fair Value	119,167	(154,336)	(509,221)	0	0	0	0	0.00%	
Interest Earnings Total:	424,525	23,644	(340,682)	8,820	8,820	0	(8,820)	-100.00%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3644101 - Sale-Surplus Eqp-Flt O&M	3,263	3,801	1,973	0	0	0	0	0.00%	

3644102 - Sale-Surp Eqp Flt Replcmt	340,358	821,859	963,716	190,000	190,000	190,000	0	0.00%
3650002 - Sale-Surplus Eq Under Cap	0	21,410	0	0	0	0	0	0.00%
3650003 - Sale-Scrap	3,116	2,916	2,220	950	950	950	0	0.00%
Rents, Surplus, and Refunds Total:	346,736	849,986	967,909	190,950	190,950	190,950	0	0.00%

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3699305 - Inter-Reimb-External-Other	4	41	5,037	0	0	0	0	0.00%	
3699324 - Inter-Reimb-Other Govt Agencies	254,598	229,800	327,029	243,100	243,100	550,410	307,310	126.41%	Based on FY24 projections for fuel and fleet management.
3699350 - Refund Of Prior Yrs Exp	67	300	19	0	0	0	0	0.00%	
3699990 - Overage & Shortage	0	0	0	0	0	0	0	0.00%	
3699991 - Other Miscellaneous Revenue	7,178	7,121	3,216	0	0	0	0	0.00%	
Other Miscellaneous Revenue Total:	261,848	237,262	335,299	243,100	243,100	550,410	307,310	126.41%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3322010 - Other Financial Assistance-Fed-CARES	717	0	0	0	0	0	0	0.00%	
3892001 - Prop-Federal Grants & Donations	0	0	0	0	0	0	0	0.00%	
Non-Operating Revenue Sources Total:	717	0	0	0	0	0	0	0.00%	

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5110001 - Executive Salaries	207,056	286,185	291,591	291,820	291,730	300,430	8,610	2.95%	Includes 3.0% adjustment of base salary for general increase and wage adjustments for career paths and ladders.
5120001 - Regular Salaries & Wages	1,311,680	1,301,085	1,274,503	1,557,760	1,361,840	1,550,230	(7,530)	-0.48%	Includes 3.0% adjustment of base salary for general increase and wage adjustments for career paths and ladders.
5140001 - Overtime Pay	36,898	83,928	107,222	64,560	64,560	106,580	42,020	65.09%	Increased vacancies is causing a higher demand for overtime to meet operational needs.
5150001 - One Time COLA Wage Disbursement	0	0	0	34,140	17,000	0	(34,140)	-100.00%	Reduction due to one-time \$1,200 retention pay in FY23.
5200001 - Employee Benefits-Overtime	0	0	0	0	0	0	0	0.00%	
5210001 - FICA Taxes	113,216	121,897	121,313	138,170	130,150	140,760	2,590	1.87%	
5220001 - Retirement Contributions	148,106	173,572	188,945	223,420	203,430	254,900	31,480	14.09%	
5220003 - Retirement Contrib-GASB 68	0	0	(3,318)	0	0	0	0	0.00%	
5230001 - Hlth,Life,Dntl,Std,Ltd	505,385	500,434	414,079	542,810	451,350	560,670	17,860	3.29%	
5299991 - Reg Salary&Wgs-Contra-Prj	(1,926)	(24,152)	(30,934)	0	0	0	0	0.00%	
5299992 - Benefits-Contra-Projects	(1,111)	(9,040)	(9,012)	0	0	0	0	0.00%	

Personnel Services Total:	2,319,306	2,433,909	2,354,389	2,852,680	2,520,060	2,913,570	60,890	2.13%	
Expenditures									
Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5310001 - Professional Services	0	0	0	300	300	300	0	0.00%	
5340001 - Other Contractual Svcs	234,092	395,247	562,117	544,840	544,840	645,000	100,160	18.38%	Increased due to additional GPS devices required for mowers and utility carts and increases to NAPA contract.
5400001 - Travel and Per Diem	0	0	0	1,500	1,500	1,500	0	0.00%	
5400100 - Transportation Exp	75	76	70	0	0	0	0	0.00%	
5400105 - Mileage-Local	0	41	0	0	0	0	0	0.00%	
5400200 - Meals/Per Diem	0	426	136	0	0	0	0	0.00%	
5400300 - Hotels/Motels/Lodging	0	636	439	0	0	0	0	0.00%	
5400900 - Travel-Other	80	1,057	5	0	0	0	0	0.00%	
5410001 - Communication Services	6,622	6,921	8,907	8,400	8,400	9,940	1,540	18.33%	Increased telecom costs for wireless and aircard services.
5420001 - Freight	47	9	0	150	150	150	0	0.00%	
5420002 - Postage	186	181	191	320	320	340	20	6.25%	Additional supplies and services required.
5440001 - Rentals and Leases	6,473	9,441	6,940	7,500	7,500	8,900	1,400	18.67%	Increased costs for vending machines.

5460001 - Repair&Maintenance Svcs	766,344	607,533	671,272	700,500	700,500	749,700	49,200	7.02% Increased costs due to increased service costs with County approved vendors and additional radio equipment for emergency communications.
5470001 - Printing and Binding Exp	98	20	30	0	0	0	0	0.00%
5490001 - Othr Current Chgs&Obligat	10,061	9,347	14,944	39,800	39,800	56,400	16,600	41.71% Increased demand for licenses and tags due to increased quantity of vehicles planned for purchase in FY24.
5496501 - Intgv Sv-Info Technology	201,400	219,140	246,800	337,690	337,690	337,690	0	0.00%
5496522 - Intgv Sv-Flt-Veh Rplcmnt	63,030	58,144	53,970	53,420	53,420	118,670	65,250	122.15% Based on vehicle replace plan.
5496551 - Intgv Sv-Risk Financing	197,740	169,970	116,770	124,600	124,600	93,790	(30,810)	-24.73% Based on Risk Cost Plan.
5496901 - Intgv Sv-Cost Allocate	607,530	636,460	922,330	749,440	749,440	836,970	87,530	11.68% Based on Full Cost Plan.
5510001 - Office Supplies Exp	3,035	5,515	1,601	650	650	4,000	3,350	515.38% Aligns with past actuals.
5520001 - Operating Supplies Exp	5,163,413	6,146,842	8,697,750	7,490,070	8,389,100	8,365,500	875,430	11.69% Increased due to the cost of fuel and parts increasing due to inflation and supply chain disruptions.
5520005 - Small Tools,Supp&Allow.	30,804	35,018	18,367	9,200	9,200	37,860	28,660	311.52% Increased due to rising costs for equipment replacement.
5520006 - Oper. Supplies-Clothing	412	479	0	480	480	1,750	1,270	264.58% Increased demand for uniform supplies.
5520098 - PC Purchases under \$5,000	0	0	0	9,840	9,840	25,910	16,070	163.31% BTS Plan.

5520099 - PC Purchases under \$1000	10,651	11,961	10,729	0	0	0	0	0.00%
5520105 - Inv Purch-Fuel&Lubricants	187,845	(234,116)	(77,600)	0	0	0	0	0.00%
5540001 - Bks, Pub, Subscrp&Membrshps	9,404	10,701	16,717	25,440	25,440	30,600	5,160	20.28% Increased subscription costs.
5550000 - Training	0	0	0	12,700	12,700	67,000	54,300	427.56% Increasing due to federally required CDL training. Also, Account 555000 expenditures were moved to here.
5550001 - Training&Education Costs	2,570	1,866	0	32,120	32,120	11,980	(20,140)	-62.70% Expenditures were moved above to Account 5550000.
5999999 - Invoices Pend Acct Distribution	0	0	0	0	0	0	0	0.00%
Operating Expenses Total:	7,501,911	8,092,915	11,272,485	10,148,960	11,047,990	11,403,950	1,254,990	12.37%

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5640001 - Machinery And Equipment	130,912	75,802	219,283	51,480	51,480	72,780	21,300	41.38%	Increased cost for machinery and equipment replacements.
5640099 - PC Purchases over \$1000	3,323	0	0	0	0	0	0	0.00%	
5640300 - Equip-Vehicle&Heavy Equip	2,198,138	2,304,415	4,180,001	11,446,200	11,446,200	12,743,350	1,297,150	11.33%	Increased costs on vehicles and equipment replaced. Also, expecting higher quantity of vehicles and equipment replaced in FY24.
Capital Outlay Total:	2,332,373	2,380,218	4,399,284	11,497,680	11,497,680	12,816,130	1,318,450	11.47%	

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5995000 - Reserve-Contingencies	0	0	0	1,734,230	0	2,167,600	433,370	24.99%	Reserves are decreasing overall due to increased costs, demand for services, and budget amendments.
5996000 - Reserve-Fund Balance	0	0	0	7,707,980	0	6,332,770	(1,375,210)	-17.84%	
5997000 - Reserve-Future Years	0	0	0	7,381,280	0	0	(7,381,280)	-100.00%	
Reserves Total:	0	0	0	16,823,490	0	8,500,370	(8,323,120)	-49.47%	
Fleet Management Fund Total:	19,297,161	19,485,006	21,670,319	0	13,946,870	(67,540)	(67,540)	-100.00%	

Pinellas County
Standard Detail
Fund: 5005 - Risk Financing Fund
Version: County Admin Review

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
2710201 - FB-Unrsv-Cntywide-Beg	32,138,633	32,719,693	(89,195)	29,091,710	29,789,700	30,240,060	1,148,350	3.95%	Increased due to lower than expected expenditures in FY22.
2810001 - Fund Balance-Restricted	0	0	29,939,703	0	0	0	0	0.00%	
	32,138,633	32,719,693	29,850,508	29,091,710	29,789,700	30,240,060	1,148,350		
Fund Balance Total:	32,138,633	32,719,693	29,850,508	29,091,710	29,789,700	30,240,060	1,148,350	3.95%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3412501 - Int Sv-Rsk Fin-Intra Sv	13,822,230	14,051,110	14,135,180	16,646,740	16,646,740	23,460,240	6,813,500	40.93%	Based on Risk cost plan, pending inflation factor,
3412502 - Int Sv-Rsk Fin-Inter Sv	5,405,520	4,940,240	5,889,190	7,766,520	7,766,520	0	(7,766,520)	-100.00%	Based on Risk cost plan, pending inflation factor,
Charges for Services Total:	19,227,750	18,991,350	20,024,370	24,413,260	24,413,260	23,460,240	(953,020)	-3.90%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
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3611001 - Interest On Investments	0	0	0	158,650	158,650	0	(158,650)	-100.00%	Based on Risk cost plan, pending inflation factor,
3611210 - Interest-Cash Pools	74,860	15,210	50,919	0	0	0	0	0.00%	
3611700 - Interest-St Brd Of Admin	72,010	10,137	45,717	0	0	0	0	0.00%	
3611800 - Interest-Securities	411,889	239,272	134,308	0	0	0	0	0.00%	
3613001 - Net Inc/Dec In Fair Value	185,670	(202,626)	(643,454)	0	0	0	0	0.00%	
Interest Earnings Total:	744,430	61,993	(412,511)	158,650	158,650	0	(158,650)	-100.00%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3699305 - Inter-Reimb-External-Other	227,867	761,965	247,012	73,920	73,920	0	(73,920)	-100.00%	Based on Risk cost plan, pending inflation factor,
3699991 - Other Miscellaneous Revenue	610	533	395	0	0	0	0	0.00%	
Other Miscellaneous Revenue Total:	228,478	762,498	247,406	73,920	73,920	0	(73,920)	-100.00%	

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
3322010 - Other Financial Assistance-Fed-CARES	37,552	0	0	0	0	0	0	0.00%	
3892001 - Prop-Federal Grants & Donations	0	0	0	0	0	0	0	0.00%	
Non-Operating Revenue Sources Total:	37,552	0	0	0	0	0	0	0.00%	

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5110001 - Executive Salaries	391,541	334,505	370,113	356,230	366,260	369,620	13,390	3.76%	Includes 3.0% adjustment of base salary for general increase and wage adjustments for career paths and ladders.
5120001 - Regular Salaries & Wages	827,779	551,637	448,655	486,070	463,420	507,600	21,530	4.43%	Includes 3.0% adjustment of base salary for general increase and wage adjustments for career paths and ladders.
5130001 - Other Salaries And Wages	0	0	21,937	0	0	0	0	0.00%	
5140001 - Overtime Pay	12,790	5,401	9,636	0	0	0	0	0.00%	
5150001 - One Time COLA Wage Disbursement	0	0	0	13,790	6,870	0	(13,790)	-100.00%	Reduction due to one-time \$1,200 retention pay in FY23.
5210001 - FICA Taxes	91,063	65,344	60,487	63,250	62,270	66,970	3,720	5.88%	
5220001 - Retirement Contributions	111,739	90,323	91,695	99,430	96,860	120,530	21,100	21.22%	
5220003 - Retirement Contrib-GASB 68	0	0	(45,648)	0	0	0	0	0.00%	
5230001 - Hlth,Life,Dntl,Std,Ltd	357,059	250,536	185,073	219,960	200,210	227,150	7,190	3.27%	
5240001 - Workers Compensation	0	0	3,400,689	6,200,000	6,200,000	6,200,000	0	0.00%	
5240710 - WC-Empee-Comp, Incl Death	1,390,307	1,576,407	314,010	0	0	0	0	0.00%	
5240720 - WC-Empee-Exp/Med,Rehab,Fn	4,219,737	4,846,318	468,040	0	0	0	0	0.00%	
5240820 - WC-Employer-Other	67,133	72,969	59,664	0	0	0	0	0.00%	

5299991 - Reg Salary&Wgs-Contra-Prj	(9,549)	(6,474)	(9,280)	0	0	0	0	0.00%	
5299992 - Benefits-Contra-Projects	(6,078)	(1,628)	(3,268)	0	0	0	0	0.00%	
Personnel Services Total:	7,453,521	7,785,337	5,371,803	7,438,730	7,395,890	7,491,870	53,140	0.71%	
Expenditures									
Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5310001 - Professional Services	0	27,143	800	50,000	50,000	95,000	45,000	90.00%	Financial Audit for P-Card compliance review.
5311032 - Appraisal	0	190	231	0	0	0	0	0.00%	
5311201 - Court-Attorney Fees	6,710	1,925	6,875	0	0	0	0	0.00%	
5330001 - Court Reporter Services	1,649	120	0	0	0	0	0	0.00%	
5340001 - Other Contractual Svcs	160,504	141,167	274,289	247,320	237,000	237,000	(10,320)	-4.17%	Reduced due to anticipated need of Third Party Administrator for claims service.
5349000 - Contract Services-Other	0	0	0	0	0	0	0	0.00%	
5400001 - Travel and Per Diem	0	0	0	2,000	1,000	1,000	(1,000)	-50.00%	Reduced to conferences not occurring in FY24.
5400105 - Mileage-Local	342	0	1,245	0	0	2,350	2,350	100.00%	Previously unbudgeted for mileage reimbursement.
5400300 - Hotels/Motels/Lodging	(86)	0	0	0	0	0	0	0.00%	
5400900 - Travel-Other	0	28	14	0	0	0	0	0.00%	

5410001 - Communication Services	8,713	5,693	5,251	7,870	7,670	7,670	(200)	-2.54% Reduced based on need.
5420001 - Freight	48	50	50	0	100	100	100	100.00% Increased based increased need and costs.
5420002 - Postage	3,768	3,249	1,828	2,500	2,500	2,500	0	0.00%
5440001 - Rentals and Leases	4,119	4,153	3,786	4,200	4,200	5,000	800	19.05% Increased due to copy machine costs.
5450001 - Insurance Exp	10,017,490	10,729,908	11,686,803	12,700,000	14,200,000	16,000,000	3,300,000	25.98% Increased due to insurance rate increases in FY23 and expected in FY24.
5460001 - Repair&Maintenance Svcs	1,230	1,426	1,397	3,200	3,200	64,000	60,800	1900.00% Increased due to the expected purchase of maintenance service packages for AEDs. This is cyclical and does not occur annually.
5470001 - Printing and Binding Exp	387	269	891	2,000	1,500	1,500	(500)	-25.00% Reduced based on need.
5490001 - Othr Current Chgs&Obligat	5,746	7,208	904	1,209,300	1,209,300	1,405,300	196,000	16.21% Increased based on cost increases to general liability claims. Risk is not able to keep up with payouts under current budget.
5491200 - Misc Trial Expenses	33,941	55,510	103,495	0	0	0	0	0.00%
5496501 - Intgv Sv-Info Technology	288,420	423,030	464,840	501,350	501,350	501,350	0	0.00%
5496521 - Intgv Sv-Fleet-Op & Maint	151,935	121,832	141,975	167,180	167,180	190,540	23,360	13.97% Based on Fleet charges.
5496522 - Intgv Sv-Flt-Veh Rplcmnt	18,200	18,043	1,150	780	9,000	10,120	9,340	1197.44% Based on Fleet vehicle replacement plan costs.

5496901 - Intgv Sv-Cost Allocate	360,150	374,160	351,940	370,030	370,030	407,320	37,290	10.08% Based on Full Cost Plan.
5498011 - Claims-Liab-Judge&Settlmt	1,015,377	1,023,716	1,271,195	0	0	0	0	0.00%
5498012 - Claims-Investigations	36,854	44,148	37,397	0	0	0	0	0.00%
5498901 - Loss Control-Backgrnd Cks	1,745	1,601	1,616	3,200	3,200	3,200	0	0.00%
5498904 - Loss Control-Aed Program	0	76,187	0	0	0	0	0	0.00%
5498905 - Loss Control-Stng Insect	0	0	0	1,000	1,000	1,000	0	0.00%
5498908 - Loss Control-Cdl Reimb	1,100	459	184	1,200	1,200	1,200	0	0.00%
5510001 - Office Supplies Exp	2,594	2,191	2,974	3,500	3,500	3,500	0	0.00%
5520001 - Operating Supplies Exp	9,199	8,356	26,287	14,000	14,000	14,000	0	0.00%
5520091 - Equipment purchases under \$5,000	0	0	0	0	0	106,000	106,000	100.00% Increased due to the purchase of 60 AEDs. This is cyclical and does not occur annually.
5520098 - PC Purchases under \$5,000	0	0	0	12,650	2,450	1,220	(11,430)	-90.36% Based on BTS purchase plan.
5520099 - PC Purchases under \$1000	19,885	1,419	6,262	0	0	0	0	0.00%
5540001 - Bks, Pub, Subscrp & Membrshps	2,199	5,643	1,661	3,700	3,700	6,300	2,600	70.27% Enrollment in subscriptions for safety related memberships. This is cyclical and does not occur annually.
5550001 - Training & Education Costs	9,546	3,774	2,925	6,500	6,500	6,000	(500)	-7.69% Reduced based on need.
Operating Expenses Total:	12,161,766	13,082,599	14,398,267	15,313,480	16,799,580	19,073,170	3,759,690	24.55%
Expenditures								

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5640001 - Machinery And Equipment	2,756	0	0	0	0	0	0	0.00%	
Capital Outlay Total:	2,756	0	0	0	0	0	0	0.00%	
Expenditures									
Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5995000 - Reserve-Contingencies	0	0	0	2,464,580	0	2,346,020	(118,560)	-4.81%	Reserves are decreasing overall due to increased expenditures in FY23 for property and casualty insurance.
5999000 - Reserve-Accrued Liability	0	0	0	28,520,750	0	24,789,240	(3,731,510)	-13.08%	
Expenditures Total	0	0	0	30,985,330	0	27,135,260	(3,850,070)	-12.43%	
Risk Financing Fund Total:	32,758,800	31,667,597	29,939,703	53,737,540	30,240,060	53,700,300	(37,240)	-0.07%	

Attachment 3: Vacancy Report

Position Title	Position Number	Job Number	Grade	Department	Division	Vacancy Date	OT	Grade Minimum	Grade Mid Value	Grade Maximum
Craftwkr 1	BCC/C2724	13740	C18	BCC: Administrative Services	BCC:Detention	23-May-23	Classified	\$ 18.26	\$ 23.74	\$ 29.21
Craftwkr 2	BCC/C3027	13750	C20	BCC: Administrative Services	BCC:Detention	31-Mar-23	Classified	\$ 19.96	\$ 25.94	\$ 31.93
Risk Mgmt Safety Mgr	BCC/E655	14619	E26	BCC: Administrative Services	BCC:Purchasing and Risk Management	12-May-23	Exempt	\$ 38.62	\$ 50.21	\$ 61.80
HVAC Mech	BCC/C1968	13700	C20	BCC: Administrative Services	BCC:NW Mid County	6-May-23	Classified	\$ 19.96	\$ 25.94	\$ 31.93
Proj Mgmt Spec 2	BCC/C4648	13028	C28	BCC: Administrative Services	BCC:Building Design and Construction		Classified/ Excluded	\$ 28.37	\$ 36.88	\$ 45.40
Procurement Analyst Coord	BCC/C3322	8458	C25	BCC: Administrative Services	BCC:Purchasing and Risk Management	22-Apr-23	Classified/ Excluded	\$ 24.86	\$ 32.32	\$ 39.78
Purch Sys Coord	BCC/C4372	8448	C24	BCC: Administrative Services	BCC:Purchasing and Risk Management	31-Dec-12	Classified	\$ 23.79	\$ 30.93	\$ 38.06
Electrician 1	BCC/C4427	13720	C20	BCC: Administrative Services	BCC:Detention	20-May-23	Classified	\$ 19.96	\$ 25.94	\$ 31.93
Electrician 2	BCC/C4477	13722	C21	BCC: Administrative Services	BCC:NW Mid County		Classified	\$ 20.84	\$ 27.10	\$ 33.35
Safety Spec	BCC/C261	17080	C24	BCC: Administrative Services	BCC:Purchasing and Risk Management	3-Dec-22	Classified/ Excluded	\$ 23.79	\$ 30.93	\$ 38.06
Fac Mgr Det Complex	BCC/E375	13244	E26	BCC: Administrative Services	BCC:Detention	7-Apr-23	Exempt	\$ 38.62	\$ 50.21	\$ 61.80

Proj Coord-Admin	BCC/E993	17562	E22	BCC: Administrative Services	BCC:Real Property and Facility Management	12-May-23	Exempt	\$ 32.38	\$ 42.09	\$ 51.81
Craftwkr 1	BCC/C223	13740	C18	BCC: Administrative Services	BCC:NW North County	24-Mar-23	Classified	\$ 18.26	\$ 23.74	\$ 29.21
Spec Proj Asst B EEO1	BCC/T1131	1477	C55	BCC: Administrative Services	BCC:Fleet Management		Classified/ Excluded			
Procurement Analyst Ld	BCC/C4540	8460	C27	BCC: Administrative Services	BCC:Purchasing and Risk Management	31-Dec-22	Classified/ Excluded	\$ 27.15	\$ 35.29	\$ 43.44
Craftwkr 1	BCC/C2358	13740	C18	BCC: Administrative Services	BCC:Southeast	30-Dec-22	Classified	\$ 18.26	\$ 23.74	\$ 29.21
Fleet Mech 2	BCC/C4609	12983	C22	BCC: Administrative Services	BCC:Fleet Management	10-Mar-23	Classified	\$ 21.78	\$ 28.31	\$ 34.85
HVAC Mech	BCC/C3871	13700	C20	BCC: Administrative Services	BCC:Southeast	21-Jan-23	Classified	\$ 19.96	\$ 25.94	\$ 31.93
Mgmt Intern	BCC/I75	1520	C55	BCC: Administrative Services	BCC:Administra tive Services	29-Apr-22	Classified	\$ 11.00	\$ 34.78	\$ 58.56
Sect Mgr 2	BCC/E1009	16844	E29	BCC: Administrative Services	BCC:Real Property and Facility Management	27-Jan-23	Exempt	\$ 44.07	\$ 57.29	\$ 70.51
Fleet Mech 2	BCC/C4623	12983	C22	BCC: Administrative Services	BCC:Fleet Management		Classified	\$ 21.78	\$ 28.31	\$ 34.85
Craftwkr 1	BCC/C2229	13740	C18	BCC: Administrative Services	BCC:Detention	17-Dec-22	Classified	\$ 18.26	\$ 23.74	\$ 29.21
HVAC Mech	BCC/C3066	13700	C20	BCC: Administrative Services	BCC:Detention	23-May-23	Classified	\$ 19.96	\$ 25.94	\$ 31.93

Electrician 1	BCC/C1682	13720	C20	BCC: Administrative Services	BCC:NW Mid County	25-Mar-23	Classified	\$ 19.96	\$ 25.94	\$ 31.93
Procurement Analyst Asst	BCC/C1412	8456	C21	BCC: Administrative Services	BCC:Purchasing and Risk Management	14-Apr-23	Classified/ Excluded	\$ 20.84	\$ 27.10	\$ 33.35
Craftwkr 1	BCC/C2359	13740	C18	BCC: Administrative Services	BCC:Detention	31-Dec-12	Classified	\$ 18.26	\$ 23.74	\$ 29.21
Stkh Engmt Coord	BCC/C4575	13051	C22	BCC: Administrative Services	BCC:Real Property and Facility Management		Classified	\$ 21.78	\$ 28.31	\$ 34.85

Attachment 4: Decision Package Reports

Change Request Summary

Report data returned based on the user's security permissions.

Change Request	AUTO - 912 - Fund a New Generator Replacement Program (GRP).
Budget Year	2024
Change Request Type	Operating Decision Package Request
Change Request Stage	County Admin Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	The establishment of a replacement program for the County's generator fleet.
Summary of Request	The establishment of a replacement program for the County's generator fleet. Total cost in FY24 is \$2.0M.
Justification *	Fleet Management has determined that many generators currently in operation are beyond their normal useful life and will be difficult to repair from an operation and parts availability perspective. The County does not currently have a program for generator replacement and in order to be proactive and ensure the availability of generators exists in emergency situations for years to come, a program for replacement must be put forth. This budgetary request is the first step for the new generator replacement program. Fleet has determined the total cost to replace all generators currently in use is \$31.5M. The proposed \$2.0M will fund the purchase of new generators for departments with generators between 60 to 39 years in age.
Net Operating Budget	(2,000,000)
Net Capital Budget	-
Net Budget	(2,000,000)

Operating Budget Details

Account	Position	Description (What is it?)	2024 Budget
Expenses			
XXXXXX - New Center			
5640300 - Equip-Vehicle&Heavy Equip		Generator Replacement Program	2,000,000
Total XXXXXX - New Center			2,000,000
Total Expenses			2,000,000
Net Total			(2,000,000)

Change Request Summary

Report data returned based on the user's security permissions.

Change Request	AUTO - 916 - Ensure ADA Compliance with County-Owned Properties
Budget Year	2024
Change Request Type	Operating Decision Package Request
Change Request Stage	County Admin Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	The Facilities and Real Property Division (FRP) of the Department of Administrative Services (DAS) requests \$426,000 for FY24 to hire a consultant to assist with identifying ADA compliance issues for all County-owned facilities. Attachment I is the proposal from the Purchasing approved vendor, Wannemacher Jensen Architects.
Summary of Request	FRP is requesting \$426,000 to conduct a study to identify ADA compliance issues for all County-owned facilities.
Justification *	The last comprehensive study for ADA compliance was performed in 1998. The Office of Human Rights has requested DAS perform a study for ADA compliance; this study will be enterprise-wide and encompass all buildings owned by the County. A list developed five-years ago by internal staff demonstrated several areas of ADA non-compliance; since that time, facilities staff has made minor repairs based on this guidance, however, a professional, comprehensive study is required. This study will be utilized to rank projects according to importance and budget development of related repairs for subsequent fiscal years.
Net Operating Budget	(426,000)
Net Capital Budget	-
Net Budget	(426,000)

Operating Budget Details

Account	Position	Description (What is it?)	2024 Budget
Expenses			
361310 - Asset Management			
5310001 - Professional Services		ADA Compliance Study	426,000
Total 361310 - Asset Management			426,000
Total Expenses			426,000
Net Total			(426,000)

Change Request Summary

Report data returned based on the user's security permissions.

Change Request	AUTO - 915 - Operation and Maintenance of St. Petersburg Veterinary Technology Center
Budget Year	2024
Change Request Type	Operating Decision Package Request
Change Request Stage	County Admin Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	<p>In 2010, the County transferred the property located at 12376 Ulmerton Road Largo, FL to the St. Petersburg College Foundation (SPCF) for use as a veterinary training facility. The transfer included a reversionary right clause, which would revert ownership back to the County if the college did not use the facility for veterinary training. SPFC has notified the County that they will no longer use the facility for veterinary training. In response the County will assume ownership and operating costs of the facility.</p> <p>The Facilities and Real Property Division (FRP) requests \$330.0K annually (or \$10.63 per SF inclusive of both direct and indirect allocation) to operate the St. Petersburg Veterinary Technology Center (SPVTC). Operating costs include utilities, repairs & maintenance, janitorial, and County labor cost. As part of this request, FRP is also requesting 1.0 FTE to meet the needs of the additional square footage for this property and ...</p>
Summary of Request	<p>\$330.0K and 1.0 FTE for the maintenance and operation of the St. Petersburg Veterinary Technology Center following repossession.</p> <p>International Facility Management Association (IFMA)* recommends one maintenance person for every 47,000 SF. At this time, based on current total square footage of 3.4M, exclusive of the Detention section, Facilities Operations maintenance employees are responsible for 81,000 SF each. While the additional county labor cost to operate the additional 31,000 SF of the SPVTC building does not mathematically support increasing staff by an additional FTE even by IFMA standards, with recent SF additions, including the new Criminal Justice Center at 80K SF and the future purchase of the South County Service Center (net new 20,000 SF), an additional FTE is justified.</p>
Justification *	
Net Operating Budget	(330,000)
Net Capital Budget	-
Net Budget	(330,000)

Operating Budget Details

Account	Position	Description (What is it?)	2024 Budget
Expenses			
361530 - Southeast Section Operations and Maintenance			
5460001 - Repair&Maintenance Svcs		Operation and Maintenance of St. Petersburg Veterinary Technology Center	330,000
Total 361530 - Southeast Section Operations and Maintenance			330,000
Total Expenses			330,000
Net Total			(330,000)

Financial Analysis Stress Test FY24 Budget Development

Administrative Services

As part of the FY24 Budget development process, a financial analysis stress test was conducted for County Administrator Departments that are not enterprise-funded Departments. As such, the financial and operational impacts were determined for three scenarios:

- 1) Remaining at a flat budget from the FY23 Adopted Budget to the FY24 Proposed Budget
- 2) Reducing the budget by 3% below the FY23 Adopted Budget
- 3) Reducing the budget by 5% below the FY23 Adopted Budget.

Items such as grants, and one-time expenditures were not included in these analyses.

For the Department of Administrative Services, in the General Fund (supporting both facilities and procurement services) to achieve a flat budget from FY23 to FY24, the Department would need to reduce the proposed budget by \$2.0M. This would be achieved by reducing facilities staff overtime to only essential levels (\$280,000); reducing one position in janitorial services resulting in 3-days-per-week janitorial services instead of the current 5-days-per-week (\$675,000); reducing the number of trash pick-ups in County buildings by approximately 30% (\$150,000); eliminating leased property management/inspections and landscaping inspections of County-owned facilities (\$205,000); eliminating certain positions of the leasing team (\$184,000); and reducing two procurement positions resulting in longer procurement cycles impacting delivery dates for services and infrastructure projects (\$153,000).

To achieve a 3% reduction, the Department would need to take the steps outlined above and further reduce the budget by an additional \$1.2M. This could be achieved by using contractors to provide heating, ventilation, and air-conditioning (HVAC) and electrical repairs and maintenance (\$583,000); eliminating non-capital improvements to buildings and facilities (\$1.2M); and by further reducing an additional procurement position (\$76,000). These steps yield more than the needed amount but would likely be implemented as a grouping of actions.

To achieve a 5% reduction, the Department would need to take the steps outlined above and further reduce the budget by \$900,000, some of which is achieved in the 3% reduction. The remainder would be achieved by eliminating unarmed contracted security services (\$375,000); and by reducing two additional procurement positions (\$153,000) with the same impacts on procurement services as noted above.

For the Department of Administrative Services, in the Fleet Management Fund to achieve a flat budget from FY23 to FY24, the Department would need to reduce the proposed budget by \$2.7M. This would be achieved by reducing the general fleet by 30 - 50 vehicles with some operational impact if done strategically (\$1.3M); reducing fuel site count from 8 to 4 and capping carbon emissions from fuel use, requiring rationing and other publicly visible restrictions on fuel usage (\$820,000); reducing vehicle repairs and parts purchases resulting in increased downtime and the inability to keep current with preventive maintenance, reduced towing and eliminating cosmetic bodywork (\$961,000).

To achieve a 3% reduction, the Department would need to take the steps outlined above and further reduce the budget by \$700,000. This would be achieved by going further with each of the steps outlined above and resulting in reducing staff and the worsening of service reductions, fuel unavailability, and vehicle downtime.

To achieve a 5% reduction, the Department would need to take the steps outlined above and further reduce the budget by \$300,000. This would be achieved by going further with each of the steps outlined above and resulting in further reducing staff and still more worsening of service reductions, fuel unavailability, and vehicle downtime.

It is important to know that these impacts on services and financial scenarios are not recommended at this time. Readers should not assume that the results of these stress tests will be implemented as this is, in fact, not the intention at this time.