

## Administrative Services

**Department Director:** Joe Lauro, Director of Administrative Services

**OMB Budget Analyst(s):** Shane Kunze

**OMB Capital Analyst(s):** Gabriella Gonzalez

### Department Purpose

The Department of Administrative Services (DAS) centralizes services for purchasing, risk, 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

#### All Funds

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Personnel Services	\$10,189,371	\$12,122,759	\$11,198,081	\$12,646,940	\$12,884,000
Operating Expenses	\$25,840,944	\$27,331,944	\$28,782,685	\$32,390,430	\$32,530,550
Capital Outlay	\$4,399,284	\$3,560,270	\$7,285,714	\$7,977,150	\$5,435,010
Reserves	\$0	\$0	\$0	\$44,143,630	\$55,352,240
<b>Grand Total</b>	<b>\$40,429,598</b>	<b>\$43,014,972</b>	<b>\$47,266,480</b>	<b>\$97,158,150</b>	<b>\$106,201,800</b>

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	72.3	64.8	66.7	64.6	65.0
<b>Grand Total</b>	<b>72.3</b>	<b>64.8</b>	<b>66.7</b>	<b>64.6</b>	<b>65.0</b>

#### 0001- General Fund

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Personnel Services	\$2,463,180	\$2,282,252	\$2,379,423	\$2,435,020	\$2,545,500
Operating Expenses	\$170,192	\$79,915	\$60,219	\$62,410	\$62,410
<b>Grand Total</b>	<b>\$2,633,372</b>	<b>\$2,362,167</b>	<b>\$2,439,641</b>	<b>\$2,497,430</b>	<b>\$2,607,910</b>

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	31.9	24.9	26.8	24.7	24.8
<b>Grand Total</b>	<b>31.9</b>	<b>24.9</b>	<b>26.8</b>	<b>24.7</b>	<b>24.8</b>

**5002- Fleet Management Fund**

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Personnel Services	\$2,354,389	\$2,596,622	\$2,719,639	\$2,707,250	\$2,827,300
Operating Expenses	\$11,272,485	\$11,135,799	\$11,055,127	\$11,874,720	\$12,091,330
Capital Outlay	\$4,399,284	\$3,560,270	\$7,285,714	\$7,977,150	\$5,435,010
Reserves	\$0	\$0	\$0	\$16,975,100	\$22,291,930
Grand Total	<b>\$18,026,157</b>	<b>\$17,292,691</b>	<b>\$21,060,480</b>	<b>\$39,534,220</b>	<b>\$42,645,570</b>

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	28.4	28.4	28.4	28.4	28.5
Grand Total	<b>28.4</b>	<b>28.4</b>	<b>28.4</b>	<b>28.4</b>	<b>28.5</b>

**5005- Risk Financing Fund**

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Personnel Services	\$5,371,803	\$7,243,885	\$6,099,019	\$7,504,670	\$7,511,200
Operating Expenses	\$14,398,267	\$16,116,229	\$17,667,339	\$20,453,300	\$20,376,810
Reserves	\$0	\$0	\$0	\$27,168,530	\$33,060,310
Grand Total	<b>\$19,770,070</b>	<b>\$23,360,114</b>	<b>\$23,766,358</b>	<b>\$55,126,500</b>	<b>\$60,948,320</b>

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	12.0	11.5	11.5	11.5	11.7
Grand Total	<b>12.0</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.7</b>

**Efficiencies and Cost-Saving Measures****FY26**

- By identifying efficiencies, the department was able to realize a total cost reduction of \$1.7M for the FY26 Budget. This included the following actions:
  - Purchasing Division is seeking continuation of monthly audit of county p-card transactions to mitigate risk of fraud and misuse, which last year represented an annual spend of \$12.5M and eliminates request for additional staff to manually perform audit function for thousands of transactions.
  - Risk Divisions property and casualty broker FM Global, provides a membership credit of 15.0% and it is expected to continue in FY26 which is an approximate savings of \$1.2M.
  - Buildings sold in 2026 will cause an approximate reduction of \$500,000 in insurance premiums. Higher deductibles, coinsurance, and lower limits of coverage can further reduce premiums.
  - Property and casualty insurance budget remains flat at \$17.6M and had a lower than anticipated renewal of \$14.4M in FY25. Though FY25 renewal was lower than anticipated, the impacts of the 2024 Hurricanes,

California wildfires, and other global issues are likely to cause the FY26 renewal costs to increase. The due diligence of the Risk Management Division in FY25 will allow the County to renew up to \$3.2M (22.2%) above FY25 actuals before needing to reduce coverage or amend the budget.

## **FY25**

- By identifying efficiencies, the department was able to realize a total cost reduction of \$3.5M for the FY25 Budget Submission. This included the following actions:
  - Fleet Management Division continues to realize over \$70,000 in annual storage tank compliance recurring savings through in-house inspection services in lieu of outsourcing.
  - Due to reduced work comp claims cost and frequency, the County's workers' compensation premium experience modification factor was lowered by the State to 70%, resulting in a savings of \$142,883 in the Risk Financing Fund.
  - Purchasing Division supported the increased formal bid threshold and Purchasing Director approval authority from \$100,000 to \$150,000. This allows for a quicker quote process, delivering goods and services faster to citizens. The estimated time savings is three to four months for every quote versus timeframe for formal bid process.
  - Purchasing Division supported the small purchase threshold increase from \$5,000 to \$25,000 whereby departments may purchase goods and services with a single quote, saving time for small routine purchases.
  - Purchasing Division established a purchase order contract policy, whereby many piggyback and routine commodity and service purchases may now be contracted by issuance of a purchase order contract (with terms & conditions) versus prior requirement for written agreement, saving two to three months of negotiating written agreements.
  - The Risk Management Division has replaced all out of date/unwarranted automated external defibrillators (AED) and extended the service contract warranty to eight years.
  - Risk Management Division reduced insurance premiums by \$58,000 for Traffic Light Liability by moving coverage to a different carrier in the Risk Financing Fund.
  - The Risk Management Division was able to negotiate additional critical coverage, including cyber, for property and casualty coverage and was able to renew for \$3.2M under budget without any reductions in coverage.

## **FY24**

- By identifying efficiencies, the department was able to realize a total savings of \$1.9M for the FY24 Budget Submission. This included the following actions:
  - By making selective cuts to property and liability insurance program, Risk Management Division was able to incur a cost avoidance of \$1.9M in premiums by assuming slightly more risk.
  - Purchasing Division reduced the intake/solicitation processing time for competitive solicitations with the use of OpenGov software for intake, solicitation build, contract review, advertisement, addendum Q&A, and solicitation opening. Previous process was manual with disparate processes and sequential contract reviews; OpenGov brings all these processes into one system with collaborative reviews, creating software efficiency and reducing processing cycle times by more than 50.0%.
  - Risk Management Division has seen a reduction in preventable accidents from calendar year 2023 to 2024, from 43 to 28. This is due to data tracking, training, and follow up with stakeholder. While the total cost is not known, this reduction indicates cost avoidance for the County.

## **Budget Drivers**

The Proposed FY26 Budget consists of three funds: General Fund, Fleet Management Fund, and Risk Financing Fund. Excluding Reserves, the Proposed FY26 Budget decreases by \$2.2M (4.1%) to \$50.8M.

- - The FY26 Proposed Budget for the General Fund increases by \$110,480 (4.4%) to \$2.6M. This is due to the realignment of 40.0% of Purchasing Division Director allocation from Risk Financing Fund to General Fund (\$81,150), realignment of Department Director allocation from Construction and Property Management

separation (\$54,380), and a reduction in American Rescue Plan Act (ARPA) project charges (\$60,570). These increases are partially offset by various minor reductions.

- The FY26 Proposed Budget for the Fleet Finance Fund, excluding reserves, decreases by \$2.2M (9.8%) due primarily to a \$2.5M (32.0%) decrease in vehicle and equipment purchases.
- The Proposed FY26 Budget for Risk Financing Fund, excluding reserves, decreases by \$69,960 (0.3%) primarily due to a reduced need for AED replacements and packages in FY26 (\$146,350).
- Revenues for the Proposed FY26 Budget increase by \$1.4M (3.0%) to \$50.2M. This is due to an increase of \$141,030 (0.3%) for charges for services, an increase of \$1,045,000 (100.0%) for interest revenue, and an increase of \$236,840 (36.9%) for miscellaneous revenue.
  - Revenue for the Fleet Management Fund decreases by \$617,930 (0.1%) to \$22.5M due primarily to a \$1.6M (21.1%) reduction in vehicle replacement charges.
  - Revenue for the Risk Financing Fund increases by \$2.1M (8.0%) to \$27.7M primarily due to an increase of \$1.1M (4.4%) for charges for services, \$665,000 (100.0%) for interest on investments, and \$332,500 (100.0%) for other miscellaneous revenue.
- Reserves for the Proposed FY26 Budget increase by \$11.2M (25.4%) to \$55.4M.
  - Reserves for the Fleet Management Fund increase by \$5.3M (31.3%) to \$22.3M for future year vehicle replacement commitments (\$20.3M) in the Vehicle Replacement Plan (VRP).
  - Reserves for the Risk Financing Fund increase by \$5.9M (21.7%) from \$27.2M to \$33.1M, primarily for accrued liability (\$30.3M).
- Personnel Services increases by \$237,060 (1.9%) to \$12.9M due to career path and ladders, position reclassifications, and Florida Retirement System (FRS) actuarial retirement increases.
  - General Fund Personnel Services increases by \$110,480 (4.5%) due to the realignment of 40.0% of Purchasing Division Director allocation from Risk Financing Fund to General Fund (\$81,150), realignment of Department Director allocation from Construction and Property Management separation (\$54,380), and a reduction in American Rescue Plan Act (ARPA) project charges (\$60,570). These increases are partially offset by reductions caused by staff turnover.
  - Fleet Management Fund Personnel Services increases by \$120,050 (4.4%) due to the of Department Director allocation from Construction and Property Management separation (\$40,780), Department Director retirement payout (\$42,500), and reduction in anticipated lapse (\$39,310).
  - Risk Financing Fund Personnel Services increases by \$6,530 (0.1%) due to the previously mentioned adjustments for the Purchasing Division Director and Department Director.
- The Department's FTE increases by 0.4 to 65.0 FTE due to the Department Director allocation realignment from Construction and Property Management separation.
- Operating Expenses decrease by \$73,130 (0.2%) primarily due to a reduction of \$86,000 for a reduced number of AEDs needing to be replaced, a reduction of \$60,350 for a reduced number of automated external defibrillator (AED) care packages, and a reduction of \$99,340 for global positioning system (GPS) services due to the vendor sunsetting the County's system. Additionally, budget for outside repair and maintenance and fuel site repairs increases by \$62,040 due to market conditions.
  - General Fund Operating Expenses remain flat at \$62,410.
  - Fleet Management Fund Operating Expenses increase by \$216,610 (1.8%) to \$12.1M due to various increases including intergovernmental charges (\$75,710), parts, and external repair services (\$62,040).
  - Risk Financing Fund Operating Expenses decrease by \$76,490 (0.4%) to \$20.4M due to a reduced need for AED replacements and packages in FY26 (\$146,350).
- Capital Outlay decreases by \$2.5M (31.9%) from \$8.0M to \$5.4M due to a reduction in the number of vehicles to be replaced in FY26 for the Fleet Management Fund. Vehicle replacement is cyclical, and this cycle is lower than prior years. While revenue for the VRP remains consistent, this cyclical downturn is generating the previously mentioned increase in reserves.
  - General Fund and Risk Financing Fund remain flat at \$0 for Capital Outlay in FY26.

## **FY26 Decision Packages**

- **Replacement of Expiring Contract for Vehicle GPS/Telematics Services (Ranked 1, \$213,250, Recurring)**
  - Maintain GPS and telematic services in support of Healthy and Safe Communities and Smart Service Delivery by continuing to collect Fleet asset data for an additional \$213,250. The current vendor is sunsetting the current system and a new vendor is needed. The FY26 Budget includes seven months of funding for the current vendor through April 26, 2026. This decision package is for eight months with the new vendor, which will have three months of overlap with existing vendor to allow for legacy data transfer.
  - The funding presented in this document includes the County Administrator's preliminary recommendation of this decision package for the FY26 Proposed Budget.
- **Fleet Fuel Truck (Ranked 2, \$343,740, Non-Recurring)**
  - Maintain fuel delivery in support of Healthy and Safe Communities and Smart Service Delivery by replacing the existing obsolete unit for an additional \$343,740. The current fuel truck is top loaded, which violates federal regulations for fuel transport and the chassis is 24 years old and nearing end of life. This vehicle provides fuel to sites in need during emergency events when commercial haulers have ceased operations. Without it, the County will not be able to transport fuel during emergency events, creating a vulnerability in emergency management and operations.
  - The funding presented in this document includes the County Administrator's preliminary recommendation of this decision package for the FY26 Proposed Budget.
- **P-Card Monthly Audit (Ranked 3, \$31,250, Recurring)**
  - Provide enhanced and efficient monthly P-Card audits with the addition of \$31,250 in funding to help ensure Smart Service Delivery by creating an automated process. The proposed system would streamline what is now a manual process by using software to detect fraud, stop mistakes, and improve efficiencies in financial reporting and spending monitoring.
  - The funding presented in this document includes the County Administrator's preliminary recommendation not to fund this decision package for the FY26 Proposed Budget.

## **Summary of Proposed Changes to User Fees for FY26**

- The Department of Administrative Services does not utilize user fees.

## **CIP Report**

- Governmental CIP projects will be presented at the June 11th Governmental CIP Budget Information Session.

## **FY25 Accomplishments**

- The complete implementation of the GPS and subsequent collection of data has resulted in a reduction of poor driving habits with a continual positive trend.
- Fleet Management will complete the implementation of Asset Management software replacing 25-year-old operating software. This achievement will yield many efficiencies including direct integration with County GIS, fuel cards and greatly enhancing billing and reporting capabilities.
- Fleet Management is currently in the second year of its "Underutilized Vehicle Initiative." To date, the initiative has reduced the County fleet by 41 units yielding over \$500,000 in one-time savings as well as recurring savings over 20 years with a present value exceeding \$1.6 million.
- The Purchasing Division took the lead working with the Office of County Attorney and Clerk of Court for the purpose of requesting modifications to County Code creating efficiencies in the overall County contracting process. Such benefits will include but are not limited to; greater opportunities to quote for goods and services reducing longer bid processing cycles, greater opportunities for SBE firms as the small market threshold has been increased to \$150K providing SBE firms first opportunity to quote under that threshold, greater opportunity to utilize purchase orders in place of agreements saving weeks and or months of processing time especially in regarding to "piggyback" purchases.

- The Risk Management Division has diligently researched opportunities to increase cyber coverage while not reducing current overall property coverage and received membership and resiliency credits from FM Global resulting in a significant savings (over \$500K) of premiums for FY26. The basis for the credits has to do with the County's long relationship with FM Global and Solid Waste and that FM Global is a mutual company. If they do well, they pass that on to their members. The County's claims history is good and is a factor, but the primary reasons have been described.
- Purchasing utilized subscription software this year to increase p-card compliance and better employ data analytics to capture and address potential p-card violations on a monthly basis with the goal to reduce/eliminate violations. Violation activity is reduced by up to 50% or more using intelligent compliance software.

### **Work Plan**

- Build County Justice Center Fuel Site
- Drew Street Fuel Site Replacement
- Public Safety Campus Fuel Site Replacement

### **Performance Measures**

Measure	Unit of Measure	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Change in Employee Injuries from Prior Year	Percent	-13.00%		-5.00%	-5.00%
Compliance with Above/Below Fuel Storage Tank Inspections and Maintenance	Percent	99.60%	99.80%	100.00%	100.00%
Compliance With Preventative Maintenance Schedule for Vehicles and Equipment	Percent	75.40%	75.20%	84.00%	88.00%
Premium Change Attributed to Market Changes	Percent	14.00%	11.40%	15.00%	15.00%
Savings Attributed to Purchasing Card Use	US Dollars	\$1,509,755.00	\$1,458,639.00	\$1,350,000.00	\$1,500,000.00
Subrogation Recoveries Collected	Percent	\$305,500.00		\$300,000.00	\$350,000.00
Vendors in Compliance With Assigned Insurance Requirements	Percent	83.00%	84.90%	80.00%	85.00%

### **Budget Summary by Program and Fund**

#### **Fleet Fuel Management**

Activities performed by the department that are indirect in nature and support all other programs in the department such as director's office, financial, planning, grant and contract administration, business services, and other department-wide support services.

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Fleet Management Fund	\$6,955,160	\$6,353,202	\$6,151,144	\$6,879,790	\$6,917,960

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Grand Total	\$6,955,160	\$6,353,202	\$6,151,144	\$6,879,790	\$6,917,960

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	3.5	3.0	3.5	3.5	3.0
Grand Total	3.5	3.0	3.5	3.5	3.0

### Fleet Asset Management

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

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Fleet Management Fund	\$11,070,997	\$10,939,489	\$14,909,336	\$15,679,330	\$13,435,680
Grand Total	\$11,070,997	\$10,939,489	\$14,909,336	\$15,679,330	\$13,435,680

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	24.9	25.4	24.9	24.9	25.5
Grand Total	24.9	25.4	24.9	24.9	25.5

### Procurement

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

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$2,633,372	\$2,362,167	\$2,439,642	\$2,497,430	\$2,607,910
Grand Total	\$2,633,372	\$2,362,167	\$2,439,642	\$2,497,430	\$2,607,910

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	31.9	24.9	26.8	24.7	24.8
Grand Total	31.9	24.9	26.8	24.7	24.8

### Protecting County employees, citizens and assets

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

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Risk Financing	\$19,770,070	\$23,360,114	\$23,766,358	\$27,957,970	\$27,888,010

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Fund					
Grand Total	\$19,770,070	\$23,360,114	\$23,766,358	\$27,957,970	\$27,888,010

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	12.0	11.5	11.5	11.5	11.7
Grand Total	12.0	11.5	11.5	11.5	11.7

## Reserves

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

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Fleet Management Fund	\$0	\$0	\$0	\$16,975,100	\$22,291,930
Risk Financing Fund	\$0	\$0	\$0	\$27,168,530	\$33,060,310
Grand Total	\$0	\$0	\$0	\$44,143,630	\$55,352,240

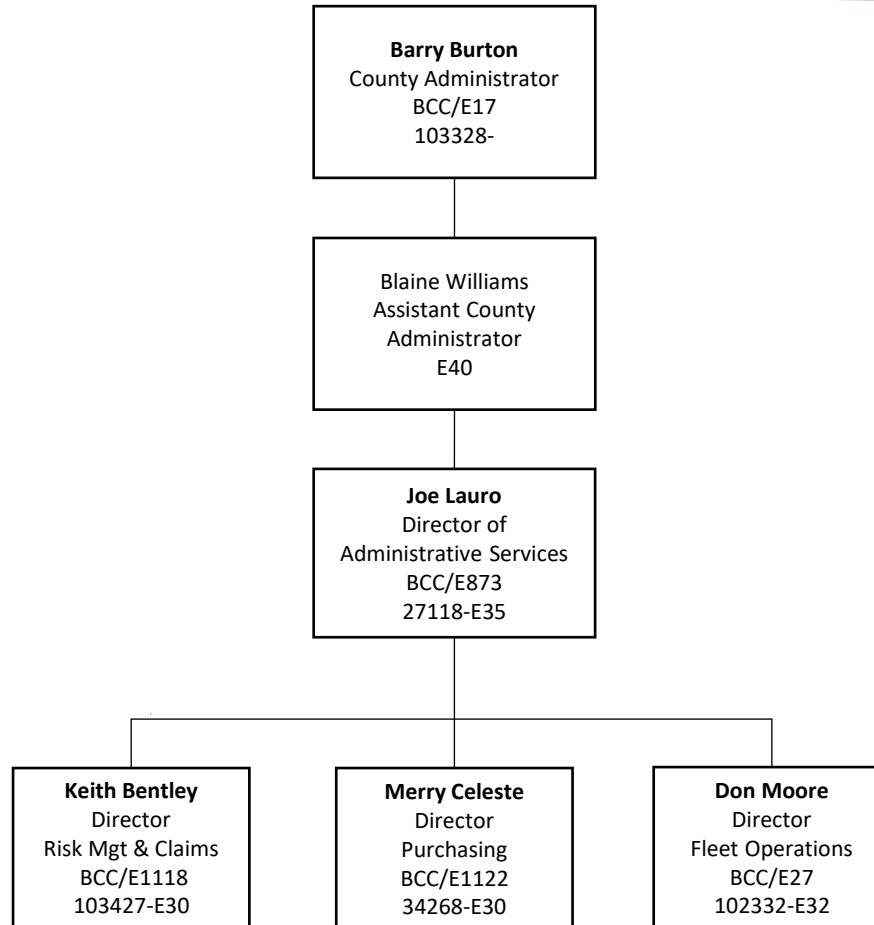
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	0.0	0.0	0.0	0.0	0.0
Grand Total	0.0	0.0	0.0	0.0	0.0

## Attachments:

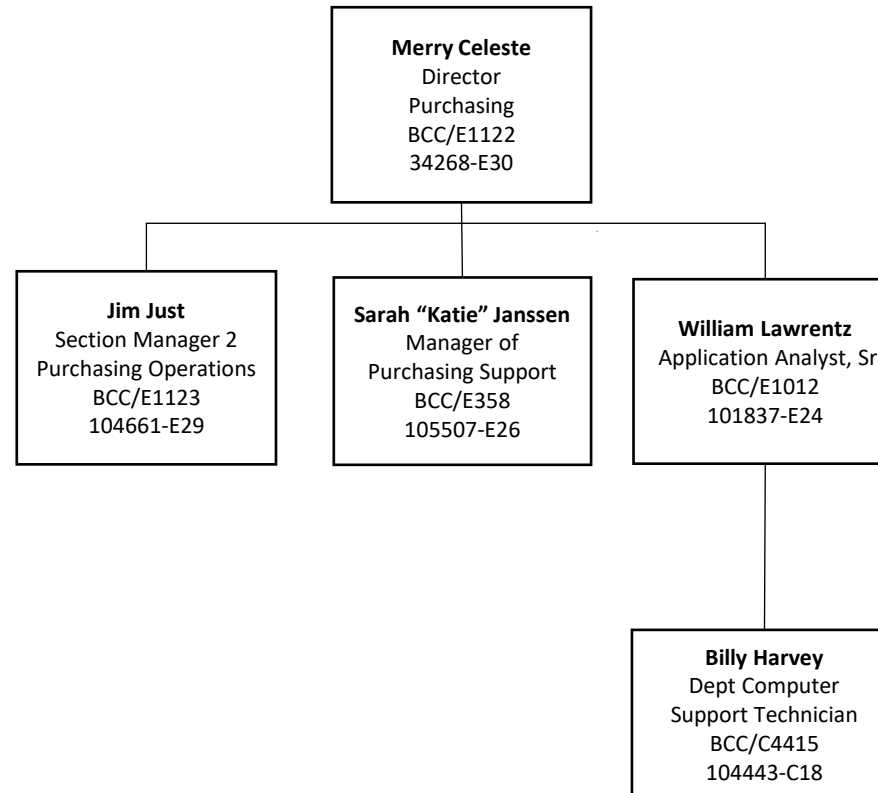
1. Organizational Chart (p.9)
2. Efficiencies and Cost Saving Measures (p.17)
3. Stress Test (p. 19)
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6. Vacancy Reports (p.86)



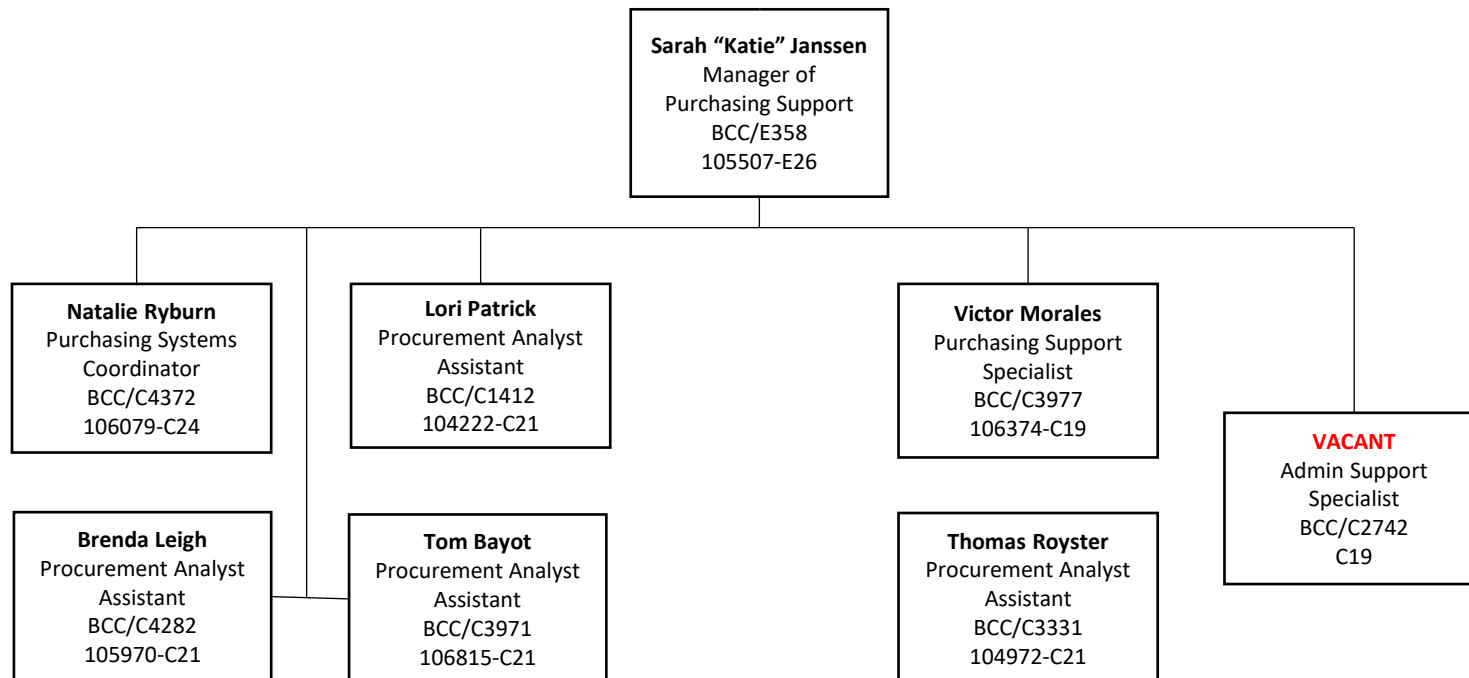
# PINELLAS COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES



# DEPARTMENT OF ADMINISTRATIVE SERVICES PURCHASING DIVISION

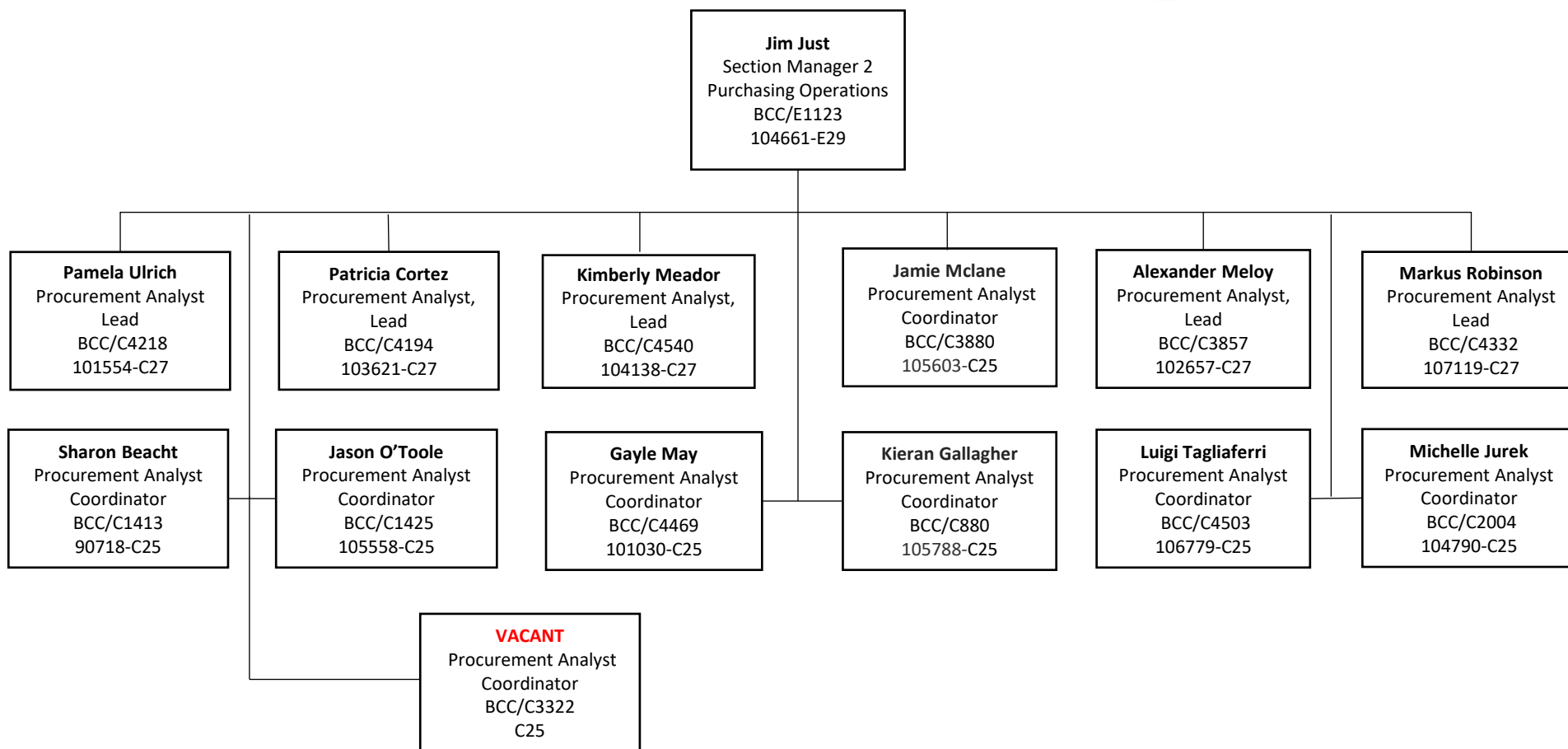


# DEPARTMENT OF ADMINISTRATIVE SERVICES PURCHASING DIVISION



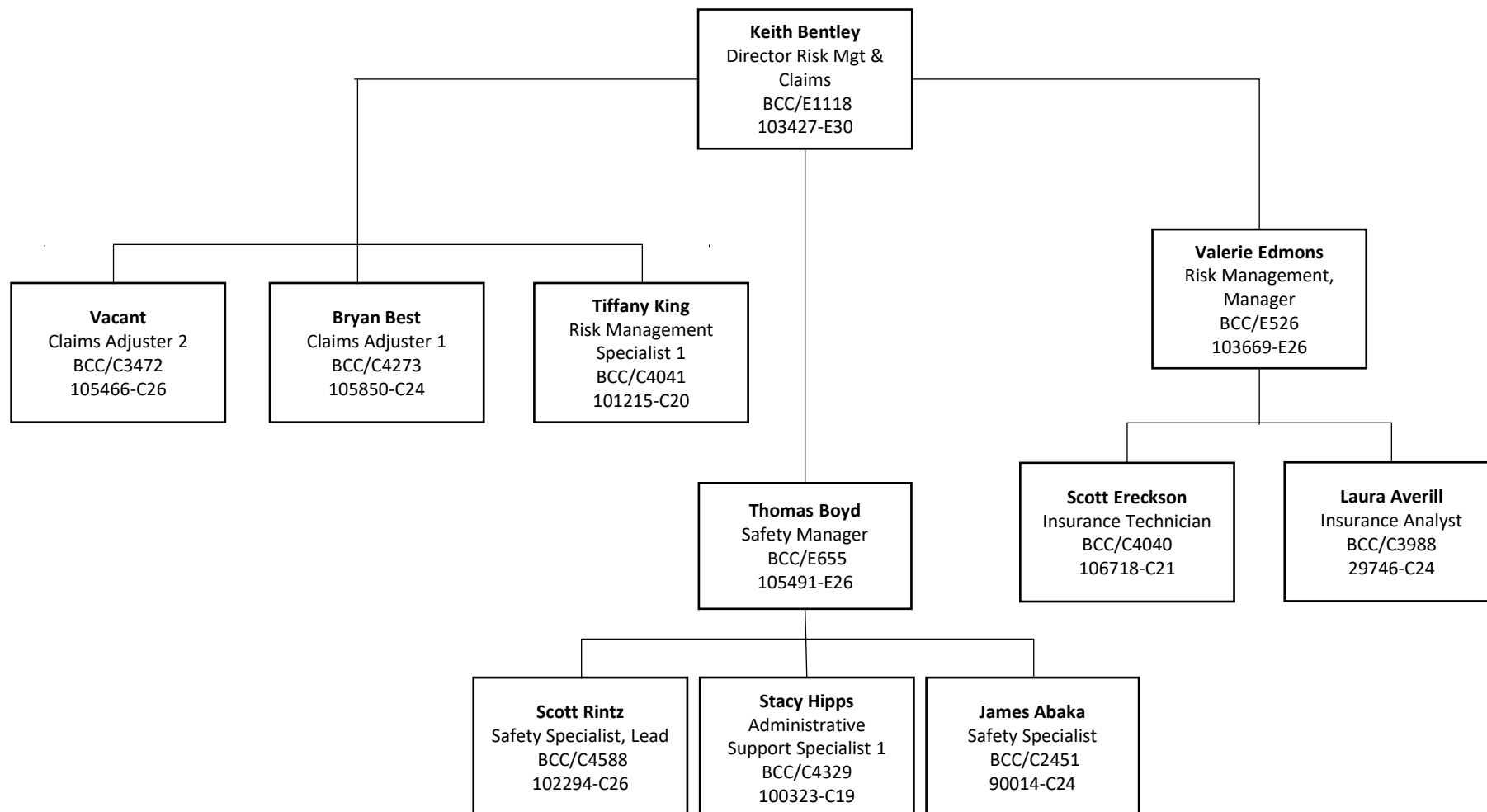
# DEPARTMENT OF ADMINISTRATIVE SERVICES

## PURCHASING DIVISION



# DEPARTMENT OF ADMINISTRATIVE SERVICES

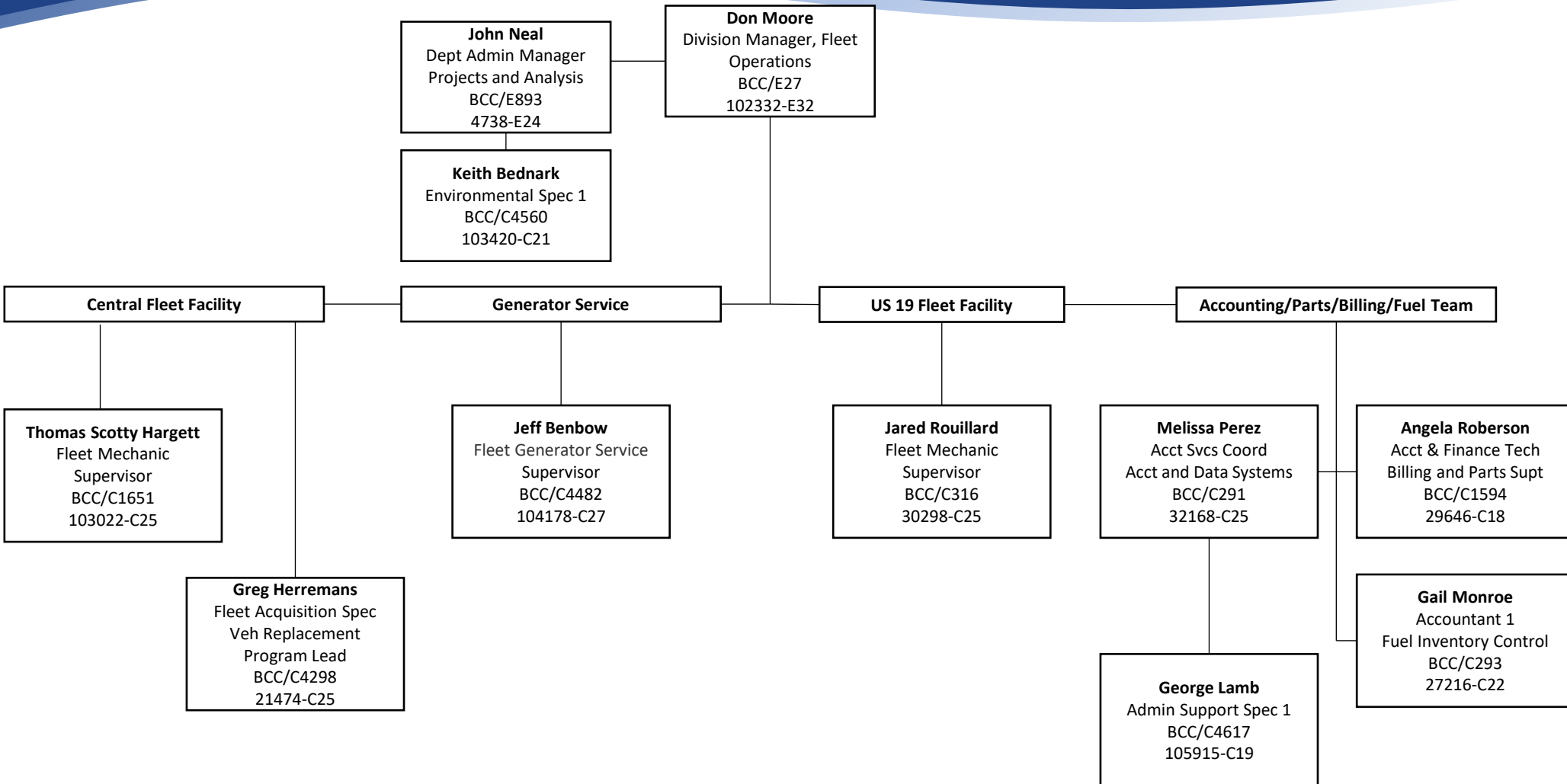
## RISK MANAGEMENT- CLAIMS/INSURANCE



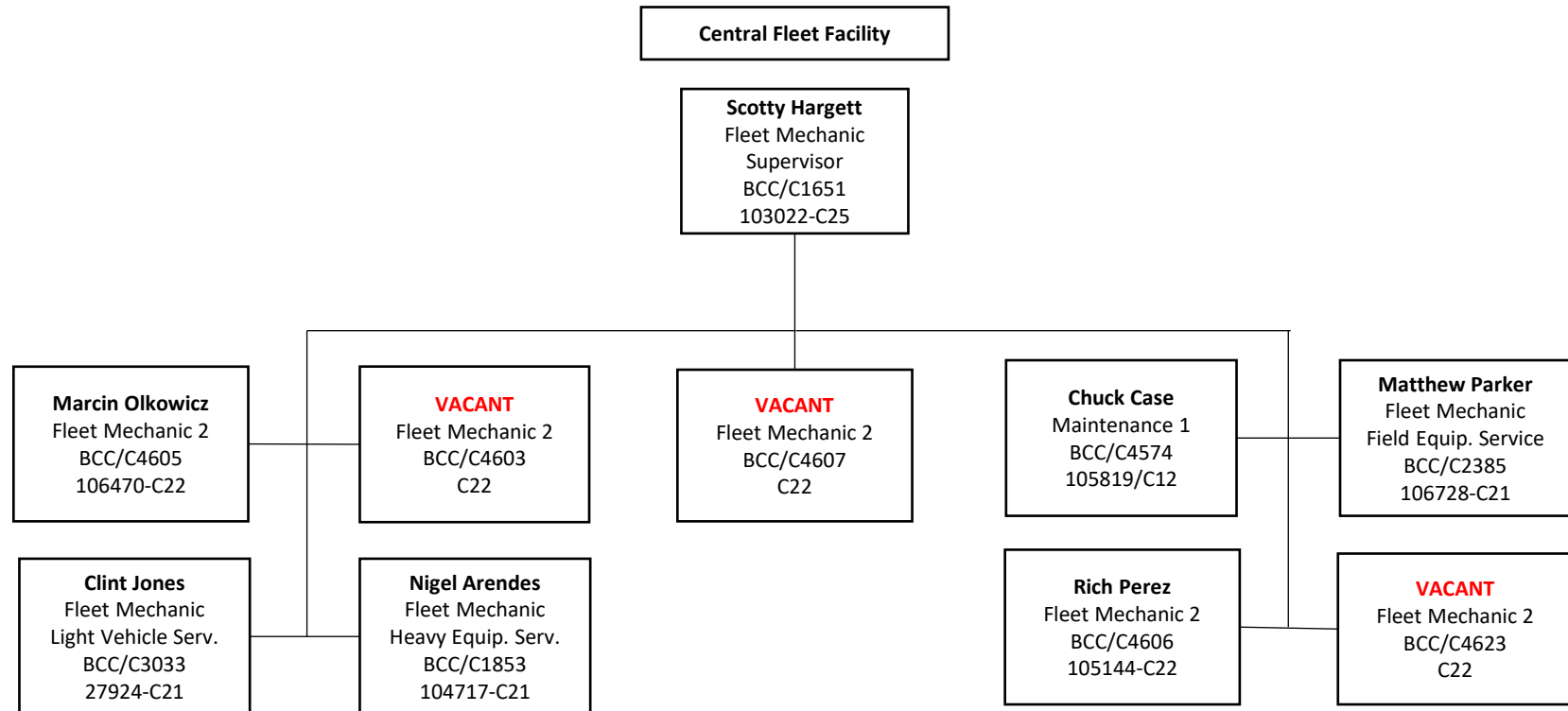
April 21, 2025

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## FLEET MANAGEMENT SERVICES



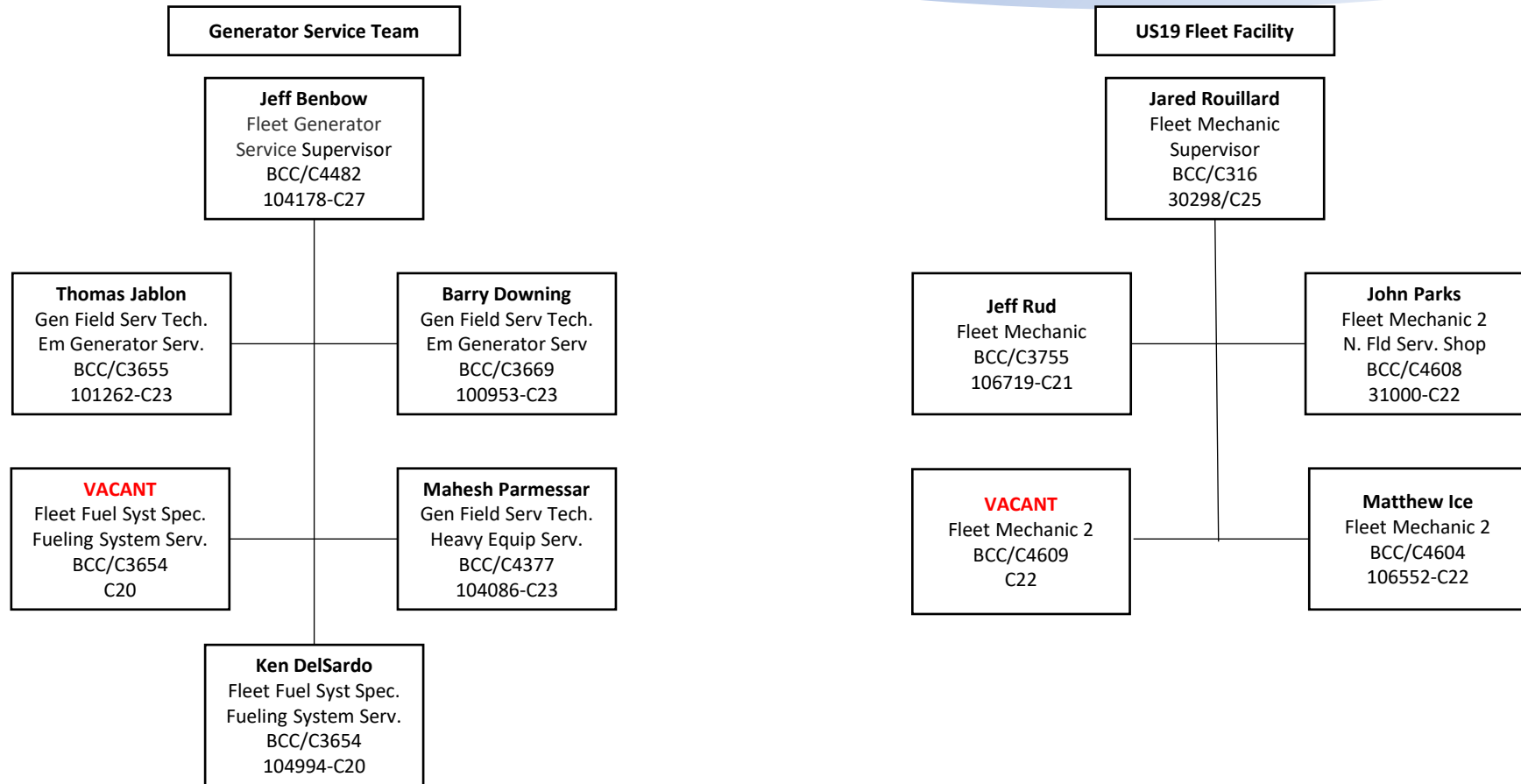
# DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET MANAGEMENT SERVICES



April 21, 2025

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## FLEET MANAGEMENT SERVICES





## Efficiencies and Cost Saving Measures

### FY26

- By identifying efficiencies, the department was able to realize a total cost reduction of \$1.7M for the FY26 Budget. This included the following actions:
  - Purchasing Division is seeking continuation of monthly audit of county p-card transactions to mitigate risk of fraud and misuse, which last year represented an annual spend of \$12,527,742.00 and eliminates request for additional staff to manually perform audit function for thousands of transactions.
  - Risk Divisions property and casualty broker FM Global, provides a membership credit of 15% and it is expected to continue in FY26 which is an approximate savings of \$1.2M.
  - Buildings sold in 2026 will cause an approximate reduction of \$500,000 in insurance premiums. Higher deductibles, coinsurance, and lower limits of coverage can further reduce premiums.
  - Property and casualty insurance budget is remaining flat at \$17.6M, which is higher than the actual FY25 renewal of \$14.4M. This is due to the impacts of the 2024 Hurricanes, California wildfires, and other global issues likely being felt during the FY26 renewal and increasing costs, but not beyond the proposed budget. This is to due broker credits and Risk Management Division diligence in renewal negotiations.

### FY25

- By identifying efficiencies, the department was able to realize a total cost reduction of \$3.6M for the FY25 Budget Submission. This included the following actions:
  - Fleet Management Division supported the turn-in of 43 underutilized County vehicles in FY24 is expected to result in \$134,700 in repair and maintenance recurring savings and over \$13,800 in Vehicle Replacement Plan (VRP) payment avoidance in the Fleet Management Fund.
  - Fleet Management Division continues to realize over \$70,000 in annual storage tank compliance recurring savings through in-house inspection services in lieu of outsourcing.
  - Due to reduced work comp claims cost and frequency, the County's workers' compensation premium experience modification factor was lowered by the State to 70%, resulting in a savings of \$142,883 in the Risk Financing Fund.
  - Purchasing Division supported the increased formal bid threshold and Purchasing Director approval authority from \$100,000 to \$150,000. This allows for a quicker quote process, delivering goods and services faster to citizens. The estimated time savings is three to four months for every quote versus timeframe for formal bid process.
  - Purchasing Division supported the small purchase threshold increase from \$5,000 to \$25,000 whereby departments may purchase goods and services with a single quote, saving time for small routine purchases.
  - Purchasing Division established a purchase order contract policy, whereby many piggyback and routine commodity and service purchases may now be contracted by issuance of a purchase order contract (with terms & conditions) versus prior requirement for written agreement, saving two to three months of negotiating written agreements.
  - The Risk Management Division has replaced all out of date/unwarranted automated external defibrillators (AED) and extended the service contract warranty to eight years.

- Risk Management Division reduced insurance premiums by \$58,000 for Traffic Light Liability by moving coverage to a different carrier in the Risk Financing Fund.
- The Risk Management Division was able to negotiate additional critical coverage, including cyber, for property and casualty coverage and was able to renew for \$3.2M under budget without any reductions in coverage.

#### **FY24**

- By identifying efficiencies, the department was able to realize a total savings of \$1.9M for the FY24 Budget Submission. This included the following actions:
  - By making selective cuts to property and liability insurance program, Risk Management Division was able to incur a cost avoidance of \$1.9M in premiums by assuming slightly more risk.
  - Purchasing Division reduced the intake/solicitation processing time for competitive solicitations with the use of OpenGov software for intake, solicitation build, contract review, advertisement, addendum Q&A, and solicitation opening. Previous process was manual with disparate processes and sequential contract reviews; OpenGov brings all these processes into one system with collaborative reviews, creating software efficiency and reducing processing cycle times by more than 50.0%.
  - Risk Management Division has seen a reduction in preventable accidents from calendar year 2023 to 2024, from 43 to 28. This is due to data tracking, training, and follow up with stakeholder. While the total cost is not known, this reduction indicates cost avoidance for the County.

## **Stress Test**

### **General Fund – 3.0% Stress Test (Financial Goal is a recurring reduction of \$74,920)**

- Eliminate 1.0 FTE. This reduction would create a greater backlog for the processing of change orders which is largely a manual process due to current ERP deficiencies.

### **General Fund – 5.0% Stress Test (Financial Goal is a recurring reduction of \$124,870)**

- Eliminate 1.0 FTE. Elimination of a position will cause a greater protraction of processing due to the current need to utilize four programs to process purchasing work. The position expenditure is approximately \$100,000 for salary and benefits. The remaining reduction of \$24,870 would be taken from the Purchasing Division operating fund leaving almost no operating funds for the division

### **Fleet Management Fund – 3.0% Stress Test (Financial Goal is a recurring reduction of \$437,460)**

- Reduce costs for training programs/classes by \$27,000 which would decrease the opportunity for professional development for County staff. For FY25, this costs now includes CDL trainings (approximately \$17,000). The average historical costs (FY21-FY23) total \$2,500, in comparison to the \$52,500 that was budgeted for FY25.
- Reduce costs for parts by \$410,460 which will slow/halt repairs of County equipment and will impact the levels of services for departments who own the equipment. This reduction is still in line with average historical costs (FY21-FY23) that total approximately \$2.0M but may not align with rising year-over-year trends.

### **Fleet Management Fund – 5.0% Stress Test (Financial Goal is a recurring reduction of \$729,100)**

- Take the steps outlined above for the 3.0% reduction of \$437,460.
- Reduce costs for parts by an additional \$100,000 which will further slow/halt repairs of County equipment and will impact the levels of services for departments who own the equipment. This reduction is still in line with average historical costs (FY21-FY23) that total approximately \$2.0M but may not align with year over year trends.
- Reduce costs for fuel and fuel parts by \$191,640 which will reduce service levels for County operations (year-round and during hurricane season) and force the use of p-cards for purchase of fuel and fuel parts at market prices. This reduction is not in alignment with the methodology used to calculate fuel costs which includes the OPUS Pricing Index, the delivery fee depending on vendor, and internal (Fleet) / external (OMB) analysis.

**Risk Financing Fund – 3.0% Stress Test (Financial Goal is a recurring reduction of \$838,740)**

- Reduce costs for insurance premium by approximately \$838,740. Options for the County include reducing current coverage, expanding self-insurance, or utilizing a less adequate insurance provider. However, pursuing this option will result in lower insurance premiums but higher risk costs.

**Risk Financing Fund – 5.0% Stress Test (Financial Goal is a recurring reduction of \$1,397,900)**

- Take the steps outlined above for the 3.0% reduction of \$838,740.
- Reduce costs for insurance premium by another \$559,160.

# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	326,894	419,050	437,699	453,870	511,060	57,190	12.60%	This line includes funding for exempt employee salaries. This increase is due to the realignment of 40.0% of Purchasing Division Director allocation from Risk Financing Fund to General Fund, realignment of Department Director allocation from Construction and Property Management separation, and the anticipated retirement payout of Department Director.
5120001 - Regular Salaries & Wages	1,403,783	1,233,666	1,201,871	1,312,200	1,308,240	(3,960)	-0.30%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	0	0	0	(180,000)	(190,910)	(10,910)	6.06%	This line includes a place holder for anticipated personnel lapse. The Purchasing Division is experiencing increased turn over and
5140001 - Overtime Pay	60,172	46,168	41,218	10,580	0	(10,580)	-100.00%	This line includes funding for all overtime pay categories. The Purchasing Division does not approve overtime, except during emergency response. During emergency response, these costs are charged to the emergency project making a budget unnecessary.

# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5210001 - FICA Taxes	130,541	127,221	123,893	134,240	136,760	2,520	1.88%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5220001 - Retirement Contributions	197,934	209,813	229,476	247,740	277,220	29,480	11.90%	This line includes funding for retirement contributions. This increase is due to the realignment of 40.0% of Purchasing Division Director allocation from Risk Financing Fund to General Fund, realignment of Department Director allocation from Construction and Property Management separation and also based on applied FRS increases for regular and DROP employees.
5230001 - Hlth,Life,Dntl,Std,Ltd	480,308	445,174	460,438	516,960	503,130	(13,830)	-2.68%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5299991 - Reg Salary&Wgs-Contra-Prj	(97,087)	(136,871)	(81,635)	(42,270)	0	42,270	-100.00%	This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.

# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5299992 - Benefits-Contra-Projects	(39,364)	(61,969)	(33,537)	(18,300)	0	18,300	-100.00%	This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5340001 - Other Contractual Svcs	0	446	0	0	0	0	-	This line includes funding for expenses related to other service contracts not classified under professional services. This account is generally not utilized by the Purchasing Division.
5349000 - Contract Services-Other	0	13,408	7,701	0	0	0	-	This line includes funding for expenses related to other service contracts not classified under professional services. This account is generally not utilized by the Purchasing Division except in contingency situations.
5400001 - Travel and Per Diem	4,619	2,118	5,112	2,500	8,000	5,500	220.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Purchasing Division is anticipating additional costs for travel to conferences and training, including to Florida Association of Public Procurement Officials (FAPPO) and The Institute for Public Procurement (NIGP).

# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5410001 - Communication Services	1,409	2,334	2,975	1,860	3,000	1,140	61.29%	This line includes funding for costs associated with communication services, including cell phone stipends. Increased costs are anticipated in FY26 and on trend with projections.
5420001 - Freight	4	0	1,893	50	0	(50)	-100.00%	This line includes funding for costs for freight services for special deliveries. Freight is generally not used by the Purchasing Division and is more of a contingency item.
5420002 - Postage	54	12	32	50	30	(20)	-40.00%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business, including procurement documentation. Budget is aligned with projections.
5460001 - Repair&Maintenance Svcs	449	254	137	700	0	(700)	-100.00%	This line includes funding associated with the repair and maintenance of assets. The Purchasing Division is decreasing this cost due to an anticipated reduction in copy machine and printer repairs.
5470001 - Printing and Binding Exp	140	0	100	100	200	100	100.00%	This line includes funding for various printing services, including business cards. Budget is increasing to align with anticipated need for new orders in FY26.



# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5490001 - Othr Current Chgs&Obligat	707	11,071	(6,458)	700	0	(700)	-100.00%	This line includes funding primarily for legal ads. Reduction is based on anticipated legal ads for Capital Improvement Program (CIP) projects.
5490060 - Incentives & Awards	45	356	695	500	1,200	700	140.00%	This line includes funding for incentives and awards, including employee appreciation events. Increase is based on projected costs for AEPA application fees and realignment of funds during Facilities and Real Property division from the Department of Administrative Services.
5496551 - Intgv Sv-Risk Financing	115,730	22,380	18,430	14,130	14,840	710	5.02%	This line includes funding for intergovernmental charges for services from the Risk Cost Plan.
5510001 - Office Supplies Exp	3,904	1,967	4,080	5,000	5,000	0	0.00%	This line includes funding for various office supplies (pens, furniture, etc.). The Purchasing Division anticipates expenditures to remain flat.
5520001 - Operating Supplies Exp	363	354	1,006	1,000	0	(1,000)	-100.00%	This line generally includes funding for various operating supplies. These expenditures are now part of the Business Technology Services (BTS) Cost Plan.

# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520006 - Oper. Supplies-Clothing	0	0	0	0	2,000	2,000		This line includes funding clothing, including uniforms and Department/Division specific clothing. The Purchasing Division is seeking new shirts for staff for conferences and tradeshow.
5520098 - PC Purchases under \$5,000	4,582	9,221	5,960	18,560	7,840	(10,720)	-57.76%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	20,843	0	0	0	0	0		This line historically included funding for the replacement of PCs under the BTS equipment replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5529000 - Oper. Supplies-Misc	0	0	0	500	0	(500)	-100.00%	This line generally includes funding for various operating supplies. The Purchasing Division generally does not utilize this account.
5540001 - Bks, Pub, Subscrp & Membrshps	4,175	3,707	10,948	4,020	8,300	4,280	106.47%	This line includes funding for various subscriptions, books, publications, and memberships. This includes trade memberships (NIGP and FAPPO) and Amazon Prime for the entire County. Budget is increasing due to the addition of Amazon Prime.

# Department of Administrative Services

## General Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5550001 - Training&Education Costs	13,167	12,288	7,608	12,740	12,000	(740)	-5.81%	This line includes funding for various training and education costs. This includes NIGP and FAPPO conference fees and various training certifications. The Purchasing Division is anticipating reduced usage of this account in FY26.
Expenditures Total	2,633,372	2,362,168	2,439,642	2,497,430	2,607,910	110,480	4.4%	

# Department of Administrative Services

## Fund Name

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
2710201 - FB-Unrsv-Cntywide-Beg	457,871	19,235,867	24,092,546	16,453,560	20,182,840	3,729,280	22.67%	This line includes funding for beginning fund balance. It is anticipated to increase due to lower than anticipated expenditures in FY25.
2810001 - Fund Balance-Restricted	21,670,319	0	0	0	0	0		This line previously included restricted fund balance. This account no longer utilized by Fleet Management Division.
3412601 - Int Sv-Flt-O&M-Intra	7,562,113	8,833,525	10,401,680	10,843,290	11,327,620	484,330	4.47%	This line includes revenue from operating and maintenance service charges to Board of County Commissioner (BCC) departments.
3412602 - Int Sv-Flt-Rpl-Intra	4,513,449	4,398,231	5,326,582	7,803,320	6,153,920	(1,649,400)	-21.14%	This line includes revenue from Vehicle Replacement Plan (VRP) charges to Board of County Commissioner (BCC) departments.
3412603 - Int Sv-Flt-Rpl-Inter	37,326	40,042	53,070	77,220	78,690	1,470	1.90%	This line includes revenue from Vehicle Replacement Plan (VRP) charges to non-Board of County Commissioner (BCC) departments.
3412604 - Int Sv-Flt -O&M-Inter	3,668,951	3,471,349	3,468,656	3,713,240	3,952,500	239,260	6.44%	This line includes revenue from operating and maintenance service charges to non-Board of County Commissioner (BCC) departments.
3412607 - Int Sv-Flt O&M-Spec Pr	0	555	0	0	0	0		This line included revenue for other operating and service charges, but this account is no longer utilized by Fleet Management Fund.

## Department of Administrative Services

## Fund Name

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
3412608 - Int Sv-Flt-Admin-Intra	684,610	769,108	6,000	0	0	0		This line included revenue for administrative costs to BCC departments, however, Fleet Management Division transitioned to a charge out rate model in FY24 and no longer utilizes this account.
3412609 - Int Sv-Flt-Admin-Inter	6,240	8,292	8,484	7,210	0	(7,210)	-100.00%	This line included revenue for administrative costs to non-BCC departments, however, Fleet Management Division transitioned to a charge out rate model in FY24 and no longer utilizes this account.
3492000 - Charge For Services-Fleet	133,070	143,898	110,018	29,730	0	(29,730)	-100.00%	This line included revenue for various service charges, however, Fleet Management Division transitioned to a charge out rate model in FY24 and no longer utilizes this account.
3611001 - Interest On Investments	(340,682)	904,422	1,575,662	0	380,000	380,000		This line includes revenue from interest on investments.
3644101 - Sale-Surplus Eqp-Flt O&M	1,973	0	0	0	0	0		This line included revenue from the sale of surplus equipment, but this account is no longer utilized by Fleet Management Fund.
3644102 - Sale-Surp Eqp Flt Replcmt	963,716	830,924	762,322	361,000	380,000	19,000	5.26%	This line includes revenue from the sale of vehicles and equipment that are sold.

## Department of Administrative Services

## Fund Name

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
3650002 - Sale-Surplus Eq Under Cap	0	54,122	6,607	0	0	0	-	This line includes revenue for lower value (under cap) assets. This account is infrequently used by Fleet Management Division as most assets are above cap.
3650003 - Sale-Scrap	2,220	3,670	2,861	950	0	(950)	-100.00%	This line includes revenue from the sale of scrap.
3699305 - Inter-Reimb-External-Other	5,037	8,457	0	1,030	0	(1,030)	-100.00%	This line includes revenue for various reimbursements and is infrequently utilized by the Fleet Management Division.
3699324 - Inter-Reimb-Other Govt Agencies	327,029	253,730	192,943	243,670	190,000	(53,670)	-22.03%	This line includes revenue from reimbursements from other government agencies. This is reducing based on recent changes to trends and projections.
3699350 - Refund Of Prior Yrs Exp	19	57	0	0	0	0	-	This line includes revenue for various refunds from prior years. This line is infrequently used by the Fleet Management Division.
3699991 - Other Miscellaneous Revenue	3,216	6,764	68,890	0	0	0	-	This line includes revenue from miscellaneous sources not covered by other accounts. It is not budgeted for due to infrequent and random utilization.
Revenues Total	39,696,476	38,963,012	46,076,320	39,534,220	42,645,570	3,111,350	7.9%	

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	291,591	308,683	335,515	325,840	397,550	71,710	22.01%	This line includes funding for exempt employee salaries. Increase is based on the allocation for Director Joe Lauro increasing from 35.0% to 50.0% for Fleet Management Fund. This is due to the realignment of Facilities and Real Property as a standalone department. It also includes the anticipated retirement payout of Department Director.
5120001 - Regular Salaries & Wages	1,274,503	1,392,392	1,402,094	1,560,010	1,524,800	(35,210)	-2.26%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	0	0	0	(261,040)	(221,730)	39,310	-15.06%	This line includes a place holder for anticipated personnel lapse. This is increasing due to Fleet Management Division pushing to fill vacancies and thus reduce lapse.
5140001 - Overtime Pay	107,222	137,824	150,599	113,680	135,940	22,260	19.58%	This line includes funding for all overtime pay categories. This line is increasing based on anticipated need and aligns closer to trends.
5210001 - FICA Taxes	121,313	136,755	139,791	143,160	142,260	(900)	-0.63%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5220001 - Retirement Contributions	188,945	227,173	260,861	273,840	299,030	25,190	9.20%	This line includes funding for retirement contributions. Increase is based on the allocation for Director Joe Lauro increasing from 35.0% to 50.0% for Fleet Management Division. This is due to the realignment of Facilities and Real Property as a standalone department. Increase is also based on applied FRS increases for regular and DROP employees.
5220003 - Retirement Contrib-GASB 68	(3,318)	0	0	0	0	0		The primary objective of GASB-68 is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This account is not generally used by the Fleet Management Division beyond one-time or contingency items.
5230001 - Hlth,Life,Dntl,Std,Ltd	414,079	428,092	491,600	587,570	549,450	(38,120)	-6.49%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5299991 - Reg Salary&Wgs-Contra-Prj	(30,934)	(24,681)	(47,175)	(26,590)	0	26,590	-100.00%	This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.



# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5299992 - Benefits-Contra-Projects	(9,012)	(9,616)	(13,647)	(9,220)	0	9,220	-100.00%	This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5310001 - Professional Services	0	0	0	300	300	0	0.00%	This line includes funding for contracted services such as consultants, technical experts, or other specialized support. Fleet Management Division utilizes this account for employee testing, including random drug testing.
5340001 - Other Contractual Svcs	562,117	604,188	578,921	667,220	781,130	113,910	17.07%	This line includes funding for expenses related to other service contracts not classified under professional services. Fleet Management Division uses this for NAPA Operating contracts, Global Positioning System (GPS) services, and spill bucket contracts. Reduction is due to the current GPS vendor sunseting the program and the need to go out to bid for a new vendor. A request for additional funding is requested through a decision package.
5400001 - Travel and Per Diem	650	596	121	1,650	1,650	0	0.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Fleet Management Division is anticipating the needs to remain flat in FY26.

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5410001 - Communication Services	8,907	9,507	9,196	10,310	10,050	(260)	-2.52%	This line includes funding for costs associated with communication services, including cell phone stipends and aircards. Decreased costs are anticipated in FY26 and on trend with projections.
5420001 - Freight	0	0	0	150	100	(50)	-33.33%	This line includes funding for costs for freight services for special deliveries. Budget is aligned with projections.
5420002 - Postage	191	124	126	240	140	(100)	-41.67%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business, including fuel documentation. Budget is aligned with projections.
5440001 - Rentals and Leases	6,940	7,862	5,983	8,500	6,470	(2,030)	-23.88%	This line includes funding for the rental and leases of assets. The Fleet Management Division utilizes this account for uniform rentals and repairs and copy machine rentals. Reduction is based on reduced need for uniform rentals and aligns with trends.
5460001 - Repair&Maintenance Svcs	671,272	1,190,611	1,120,939	929,630	991,670	62,040	6.67%	This line includes funding associated with the repair and maintenance of assets. Fleet Management uses this account for outside repair and maintenance costs for assets and commercial repair costs for fuel sites. Expenditures are anticipated to increase due to market conditions.
5470001 - Printing and Binding Exp	30	10	95	20	50	30	150.00%	This line includes funding for various printing. Budget aligns projected need in FY26.

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5490001 - Othr Current Chgs&Obligat	14,944	13,434	15,890	30,600	24,450	(6,150)	-20.10%	This line includes funding for various charges and obligations, including tags and titles, tank registration, and air quality fees and testing.
5496501 - Intgv Sv-Info Technology	246,800	337,690	323,830	448,600	471,060	22,460	5.01%	This line includes funding for intergovernmental charges for services from Business Technology Services (BTS) Cost Plan.
5496522 - Intgv Sv-Flt-Veh Rplcmnt	53,970	53,420	76,080	94,120	98,830	4,710	5.00%	This line includes funding for intergovernmental charges for services related to the procurement of vehicle replacements.
5496551 - Intgv Sv-Risk Financing	116,770	124,600	106,330	89,000	93,470	4,470	5.02%	This line includes funding for intergovernmental charges for services from the Risk Cost Plan.
5496901 - Intgv Sv-Cost Allocate	922,330	749,440	836,970	881,010	925,080	44,070	5.00%	This line includes funding for intergovernmental charges for services related to the full cost plan.
5510001 - Office Supplies Exp	1,601	4,030	4,905	9,700	5,150	(4,550)	-46.91%	This line includes funding for various office supplies (pens, furniture, etc.). Budget is reducing due to a one-time furniture purchase in FY25 not needed in FY26.
5520001 - Operating Supplies Exp	8,697,750	7,899,860	7,786,368	10,900	10,900	0	0.00%	This line includes funding for various operating supplies including mechanic shop materials and supplies. There is a trend break in FY25 due to parts and fuel previously being comingled into this account. These items have now been separated for transparency.

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520005 - Small Tools,Supp&Allow.	18,367	16,167	21,853	43,900	42,920	(980)	-2.23%	This line includes funding for various small tools and supplies. Budget reduction is due to projected replacement needs.
5520006 - Oper. Supplies-Clothing	0	1,166	2,769	1,600	3,290	1,690	105.63%	This line includes funding clothing, including uniforms and Department/Division specific clothing. The Fleet Management Division is anticipating increased need due to a push to fill vacancies.
5520017 - Vehicle Parts and Supplies	0	0	0	2,286,000	2,324,900	38,900	1.70%	This line includes funding for assets parts and supplies, including those for vehicles, equipment, and fuel sites. There is a projected increase in expenditures due to market conditions in FY26. This was previously budgeted in 5520001 - Operating Supplies Exp.
5520018 - Fleet Fuel	0	0	0	6,248,010	6,205,380	(42,630)	-0.68%	This line includes funding for fuel and is reducing due to a more stabilized fuel market. This was previously budgeted for in 5520001 - Operating Supplies Exp.
5520098 - PC Purchases under \$5,000	0	9,332	24,477	11,000	6,540	(4,460)	-40.55%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	10,729	0	0	0	0	0		This line historically included funding for the replacement of PCs under the BTS equipment - replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5520105 - Inv Purch-Fuel&Lubricants	(77,600)	86,492	114,627	0	0	0		This line included funding for fuel and - lubricants, but has ceased to be used. Funding is now aligned to 5520018 - Fleet Fuel.

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5540001 - Bks, Pub, Subscrp & Membrshps	16,717	20,671	15,306	31,940	35,000	3,060	9.58%	This line includes funding for various subscriptions, books, publications, and memberships. This includes Fleet Management Association (NAFA), Petroleum Equipment Institute (PEI), and various diagnostic and tool subscriptions needed for asset maintenance. Increase is based on expenditures associated with diagnostic and tool subscription.
5550001 - Training & Education Costs	0	6,601	10,343	70,320	52,800	(17,520)	-24.91%	This line includes funding for various training and education costs. Reduction aligns closer to trends while still allowing funding for employees to utilize these opportunities.
5640001 - Machinery And Equipment	219,283	21,755	78,008	87,080	71,500	(15,580)	-17.89%	This line includes funding for various machinery and equipment for Fleet Management Division. Reduction is based on anticipated need for FY26.
5640300 - Equip-Vehicle & Heavy Equip	4,180,001	3,538,514	7,207,705	7,890,070	5,363,510	(2,526,560)	-32.02%	This line includes funding for the procurement of vehicles and heavy equipment, including those in the VRP. Reduction is due to reduced replacement cyclical patterns in the VRP.
5995000 - Reserve-Contingencies	0	0	0	1,500,000	2,021,650	521,650	34.78%	This includes funding for reserves for contingencies. Funding is set by State Statute and is available for contingency items.

# Department of Administrative Services

## Fleet Management Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5997000 - Reserve-Future Years	0	0	0	15,475,100	20,270,280	4,795,180	30.99%	This includes funding for reserves for future years, specifically the replacement of vehicles and heavy equipment as part of the VRP. This is increasing due to consistent revenue to meet the needs of the VRP over a multi-year cycle and a reduced number of replacements schedule in FY26.
Expenditures Total	18,026,157	17,292,691	21,060,481	39,534,220	42,645,570	3,111,350	7.9%	

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
2710201 - FB-Unrsv-Cntywide-Beg	(89,195)	27,383,426	31,518,824	29,494,710	33,257,680	3,762,970	12.76%	This line includes funding for beginning fund balance. It is anticipated to increase due to higher than anticipated revenue and lower than anticipated expenditures in FY25.
2810001 - Fund Balance-Restricted	29,939,703	0	0	0	0	0	-	This line previously included restricted fund balance. This account no longer utilized by Risk Division.
3412501 - Int Sv-Rsk Fin-Intra Sv	14,135,180	16,534,100	16,001,550	17,693,360	18,521,050	827,690	4.68%	This line includes revenue from services charges to Board of County Commissioner (BCC) departments.
3412502 - Int Sv-Rsk Fin-Inter Sv	5,889,190	7,622,400	5,563,870	7,541,160	7,815,780	274,620	3.64%	This line includes revenue from services charges to non-Board of County Commissioner (BCC) departments and agencies.
3611001 - Interest On Investments	(412,510)	1,174,344	1,822,007	0	665,000	665,000	-	This line includes revenue from interest on investments.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
3699305 - Inter-Reimb-External-Other	247,012	435,871	386,045	397,270	356,310	(40,960)	-10.31%	This includes revenue from external reimbursements. Revenue is not guaranteed and highly variable. While FY25 is expected to be higher than anticipated, reimbursements from broker services are anticipated to align closer to historical trends.
3699991 - Other Miscellaneous Revenue	395	282	215	0	332,500	332,500		This includes revenue from various miscellaneous sources. Revenue is not guaranteed and highly variable.
Revenues Total	49,709,774	53,150,423	55,292,510	55,126,500	60,948,320	5,821,820	10.6%	



# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	370,113	382,361	392,706	359,350	367,260	7,910	2.20%	This line includes funding for exempt employee salaries. Increase is based on the allocation for Director Joe Lauro increasing from 5.0% to 25.0% for Risk Financing Fund. This is due to the realignment of Facilities and Real Property as a standalone department. Additionally, the increase is also based on Director Lauro's retirement payout.
5120001 - Regular Salaries & Wages	448,655	461,495	500,500	529,520	512,580	(16,940)	-3.20%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	0	0	0	(22,060)	0	22,060	-100.00%	This line includes a place holder for anticipated personnel lapse. The Risk Division is not experiencing the level of turn over and vacancies experienced in prior years.
5130001 - Other Salaries And Wages	21,937	7,162	0	0	0	0	-	This line includes funding for various other salaries and wages. It is not generally used by the Risk Division beyond as needed contingencies.
5140001 - Overtime Pay	9,636	6,996	9,953	7,320	0	(7,320)	-100.00%	This line includes funding for all overtime pay categories. The Risk Division does not approve overtime, except during emergency response. During emergency response, these costs are charged to the emergency project making a budget unnecessary.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5210001 - FICA Taxes	60,487	62,632	66,307	67,750	64,870	(2,880)	-4.25%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Decrease is due to staff turn over and realignment of Purchasing Division Director allocation to General Fund.
5220001 - Retirement Contributions	91,695	100,572	124,578	127,390	132,880	5,490	4.31%	This line includes funding for retirement contributions. Increase is based on the allocation for Director Joe Lauro increasing from 5.0% to 25.0% for Risk Financing Fund. This is due to the realignment of Facilities and Real Property as a standalone department. Increase is also based on applied FRS increases for regular and DROP employees.
5220003 - Retirement Contrib-GASB 68	(45,648)	0	0	0	0	0		The primary objective of GASB-68 is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This account is not generally used by the Risk Division beyond one-time or contingency items.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5230001 - Hlth,Life,Dntl,Std,Ltd	185,073	189,727	223,166	235,400	233,610	(1,790)	-0.76%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Increase is based on the allocation for Director Joe Lauro increasing from 5.0% to 25.0% for Risk Financing Fund. This is due to the realignment of Facilities and Real Property as a standalone department.
5240001 - Workers Compensation	4,242,403	6,051,593	4,814,852	6,200,000	6,200,000	0	0.00%	This line includes funding for workers compensation payments. There are rising costs associated with these claims and it is anticipated to trend closer to \$6.0M in FY26. Pinellas County is legally obligated to make these payments.
5299991 - Reg Salary&Wgs-Contra-Prj	(9,280)	(14,391)	(25,552)	0	0	0		This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5299992 - Benefits-Contra-Projects	(3,268)	(4,261)	(7,492)	0	0	0		This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5310001 - Professional Services	800	1,457	42,332	0	0	0		This line includes funding for contracted services such as consultants, technical experts, or other specialized support. This account is generally not used by the Risk Division except in contingency situations.
5311032 - Appraisal	231	665	0	0	0	0		This line includes fees and costs for appraisals. This account is generally not used by the Risk Division except in contingency situations. Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5311201 - Court-Attorney Fees	6,875	10,520	9,308	0	0	0		This line includes funding for fees and costs for court attorney fees (outside counsel). This account is generally not used by the Risk Division except in contingency situations. Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5330001 - Court Reporter Services	0	3,028	0	0	0	0		This line includes funding for fees and costs for court reporter fees (outside counsel). This account is generally not used by the Risk Division except in contingency situations. Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5340001 - Other Contractual Svcs	274,289	252,621	242,526	247,320	247,320	0	0.00%	This line includes funding for expenses related to other service contracts not classified under professional services, which for the Risk Division, is only costs for the workers' compensation third party administrator (TPA). Costs have stabilized for this service and is anticipated to remain flat in FY26.
5400001 - Travel and Per Diem	1,258	2,637	2,716	2,000	3,600	1,600	80.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Risk Division is anticipating additional costs for travel to conferences and training.
5410001 - Communication Services	5,251	5,588	5,579	6,080	6,580	500	8.22%	This line includes funding for costs associated with communication services, including cell phone stipends and aircards. Increased costs are anticipated in FY26 and on trend with projections.
5420001 - Freight	50	8	0	100	100	0	0.00%	This line includes funding for costs for freight services for special deliveries. Budget is aligned with projections.
5420002 - Postage	1,828	1,353	1,452	1,500	1,500	0	0.00%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business, including claims. Budget is aligned with projections.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5440001 - Rentals and Leases	3,786	3,972	2,533	5,000	5,000	0	0.00%	This line includes funding for the rental and leases of assets. The Risk Division currently rents two copy machines.
5450001 - Insurance Exp	11,686,803	13,310,821	14,839,125	17,600,000	17,600,000	0	0.00%	This line includes funding for property and casualty insurance. This is remaining flat despite lower than anticipated expenditures in FY25. Increased costs for renewal are anticipated in FY26 due to the impact of Hurricanes Debby, Helene, and Milton and various other global disasters and emergencies such as the California and North Carolina wildfires.
5460001 - Repair&Maintenance Svcs	1,397	659	299	66,400	6,050	(60,350)	-90.89%	This line includes funding associated with the repair and maintenance of assets. It is reducing due to a decreased need for new automated external defibrillator (AED) care packages in FY26.
5460099 - Enterprise Computer Replacement Program	0	0	1,990	0	0	0	-	This line is no longer utilized by the Risk Division. Previously, it has been used for computer replacements. Funding is now budgeted in 5520098 - PC Purchases under \$5,000.
5470001 - Printing and Binding Exp	891	821	859	500	900	400	80.00%	This line includes funding for various printing and binding services, including letterhead, envelopes, and business cards. Budget is increasing to align with trends and anticipated need for additional materials.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5490001 - Othr Current Chgs&Obligat	1,309,496	1,320,773	1,172,185	1,404,480	1,404,480	0	0.00%	This line includes funding primarily for general liability claims (\$1.4M). This is remaining flat due to increased stabilization in market costs.
5490060 - Incentives & Awards	0	0	0	0	330	330		This line includes funding for incentives and awards, including employee appreciation events.
5491200 - Misc Trial Expenses	103,495	25,880	24,699	0	0	0		This line includes funding for fees and costs for various trial expenses beyond court reporter and attorney fees. This account is generally not used by the Risk Division except in contingency situations. Funding is available in Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5496501 - Intgv Sv-Info Technology	464,840	501,350	375,240	322,930	339,080	16,150	5.00%	This line includes funding for intergovernmental charges for services from Business Technology Services (BTS) Cost Plan.
5496521 - Intgv Sv-Fleet-Op & Maint	141,975	271,224	406,931	293,730	308,410	14,680	5.00%	This line includes funding for intergovernmental charges for services related to vehicle repairs, maintenance, and fuel.
5496522 - Intgv Sv-Flt-Veh Rplcmnt	1,150	780	6,520	8,590	9,020	430	5.01%	This line includes funding for intergovernmental charges for services related to the procurement of vehicle replacements.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5496901 - Intgv Sv-Cost Allocate	351,940	370,030	407,320	375,840	394,640	18,800	5.00%	This line includes funding for intergovernmental charges for services related to the full cost plan.
5498901 - Loss Control-Backgrnd Cks	1,616	1,578	1,647	2,000	2,000	0	0.00%	This line includes funding for background checks and costs are expected to remain flat in FY26.
5498905 - Loss Control-Stng Insect	0	0	0	1,000	1,000	0	0.00%	This line includes funding for removing stinging insect for loss prevention. Expenditures are expected to remain flat in FY26.
5498908 - Loss Control-Cdl Reimb	184	447	182	1,200	1,500	300	25.00%	This line includes funding for reimbursing employees for renewing their Commercial Driver's License (CDL). Costs are anticipated to trend higher in FY26 based on projected renewal rates.
5510001 - Office Supplies Exp	2,974	6,257	3,794	3,500	2,200	(1,300)	-37.14%	This line includes funding for various office supplies (pens, furniture, etc.). Line indicates a reduction, but funds were realigned to 5520001 - Operating Supplies Exp.
5520001 - Operating Supplies Exp	26,287	8,166	111,099	14,030	15,730	1,700	12.12%	This line includes various operating supplies including Occupational Safety and Health Administration (OSHA) training supplies. Line is increasing due to realignment of some funding for office supplies from 5510001 - Office Supplies Exp. Department has indicated additional office supplies is needed in FY26, which aligns with trends.



# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520009 - Oper. Supplies-Computer	0	0	0	0	1,200	1,200		This line includes funding for computer supplies not covered by replacement costs. Risk Division has budgeted for multiple computer screen replacements due to obsolesce.
5520091 - Equipment purchases under \$5,000	0	0	0	86,000	0	(86,000)	-100.00%	This line includes funding for equipment purchases under \$5,000. The Risk Division utilizes this account for the procurement of AEDs and has indicated a reduced need for new or replacement assets in FY26. This correlates with the reduced care package need found in 5460001 - Repair&Maintenance Svcs.
5520098 - PC Purchases under \$5,000	0	12,128	1,156	3,300	14,470	11,170	338.48%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	6,262	0	0	0	0	0		This line historically included funding for the replacement of PCs under the BTS equipment replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5540001 - Bks, Pub, Subscrp&Membrshps	1,661	1,661	2,662	3,800	4,300	500	13.16%	This line includes funding for various subscriptions, books, publications, and memberships. This includes OSHA and Public Risk Management Association (PRIMA). Increases are driven by renewal costs.

# Department of Administrative Services

## Risk Financing Fund

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5550001 - Training&Education Costs	2,925	1,805	5,184	4,000	7,400	3,400	85.00%	This line includes funding for various training and education costs. This includes OSHA, PRIMA, Commercial Property Institute (CPI), and Florida Adjuster License (AE21). Increase is driven by PRIMA, CPI, and AE21 increases.
5995000 - Reserve-Contingencies	0	0	0	5,512,590	2,769,060	(2,743,530)	-49.77%	This includes funding for reserves for contingencies. Funding is set by State Statute and is available for contingency items. Reserves are decreasing due to realignment of funds to 5999000 - Reserve-Accrued Liability.
5999000 - Reserve-Accrued Liability	0	0	0	21,655,940	30,291,250	8,635,310	39.88%	This includes funding for reserves for accrued liability. Funding is available for accrued liability in the event of a revenue shortfall or contingency. Reserves are increasing due to realignment from 5995000 - Reserve-Contingencies and lower than anticipated expenditures in FY25.
Expenditures Total	19,770,069	23,360,115	23,766,357	55,126,500	60,948,320	5,821,820	10.6%	

# Department of Administrative Services

## Fleet Management Fund and Risk Financing Fund

### Program 1008 - Reserves

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5995000 - Reserve-Contingencies	0	0	0	7,012,590	4,790,710	(2,221,880)	-31.68%	This includes funding for reserves for contingencies. Funding is set by State Statute and is available for contingency items. Reserves-Contingencies is decreasing due to realignment of funds to 5999000 - Reserve-Accrued Liability in the risk Financing Fund.
5997000 - Reserve-Future Years	0	0	0	15,475,100	20,270,280	4,795,180	30.99%	This includes funding for reserves for future years, specifically the replacement of vehicles and heavy equipment as part of the VRP. This is increasing due to consistent revenue to meet the needs of the VRP over a multi-year cycle and a reduced number of replacements schedule in FY26.
5999000 - Reserve-Accrued Liability	0	0	0	21,655,940	30,291,250	8,635,310	39.88%	This includes funding for reserves for accrued liability. Funding is available for accrued liability in the event of a revenue shortfall or contingency. Reserves are increasing due to realignment from 5995000 - Reserve-Contingencies and lower than anticipated expenditures in FY25.
Expenditures Total	0	0	0	44,143,630	55,352,240	11,208,610	25.4%	

# Department of Administrative Services

## Fleet Management Fund

### Program 1541 - Fleet Fuel Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	56,921	60,597	65,721	64,520	64,550	30	0.05%	This line includes funding for exempt employee salaries.
5120001 - Regular Salaries & Wages	89,567	169,567	133,364	176,910	154,960	(21,950)	-12.41%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	-	-	-	(55,070)	-	55,070	-100.00%	This line includes a place holder for anticipated personnel lapse. This is increasing due to Fleet Management Division pushing to fill vacancies and thus reduce lapse.
5140001 - Overtime Pay	7,427	8,617	5,932	10,000	10,000	0	0.00%	This line includes funding for all overtime pay categories. This line is remaining flat based on anticipated need and aligns closer to trends.
5210001 - FICA Taxes	11,334	18,260	15,630	18,450	16,790	(1,660)	-9.00%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.

# Department of Administrative Services

## Fleet Management Fund

### Program 1541 - Fleet Fuel Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5220001 - Retirement Contributions	15,920	27,877	27,199	33,160	32,700	(460)	-1.39%	This line includes funding for retirement contributions. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5230001 - Hlth,Life,Dntl,Std,Ltd	36,571	63,915	70,769	73,370	63,060	(10,310)	-14.05%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5299991 - Reg Salary&Wgs-Contra-Prj	(3,789)	(4,254)	(5,572)	-	-	0	-	This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5299992 - Benefits-Contra-Projects	(1,108)	(1,408)	(1,563)	-	-	0	-	This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5340001 - Other Contractual Svcs	6,060	-	744	10,000	29,000	19,000	190.00%	This line includes funding for expenses related to other service contracts not classified under professional services. Increase is due to additional funding for a spill bucket contract.
5400001 - Travel and Per Diem	-	-	-	1,000	1,000	0	0.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Fleet Management Division is anticipating the needs to remain flat in FY26.

# Department of Administrative Services

## Fleet Management Fund

### Program 1541 - Fleet Fuel Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5410001 - Communication Services	383	771	582	850	850	0	0.00%	This line includes funding for costs associated with communication services, including cell phone stipends and aircards. Costs are anticipated to remain flat for Fleet Fuel Management Program.
5420001 - Freight	-	-	-	100	100	0	0.00%	This line includes funding for costs for freight services for special deliveries. Budget is aligned with projections.
5420002 - Postage	191	124	126	140	140	0	0.00%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business, including fuel documentation. Budget is aligned with projections.
5460001 - Repair&Maintenance Svcs	28,285	30,017	41,857	35,000	44,000	9,000	25.71%	This line includes funding associated with the repair and maintenance of assets. Fleet Fuel Management Program utilizes this account for commercial repair expenditures, which are anticipated to increase due to market conditions.
5490001 - Othr Current Chgs&Obligat	3,645	2,728	2,575	3,200	3,200	0	0.00%	This line includes funding for various charges and obligations, including annual tank registration.
5496501 - Intgv Sv-Info Technology	-	42,390	-	-	-	0	-	This line includes funding for intergovernmental charges for services from Business Technology Services (BTS) Cost Plan.

# Department of Administrative Services

## Fleet Management Fund

### Program 1541 - Fleet Fuel Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5496522 - Intgv Sv-Flt-Veh Rplcmnt	7,450	8,730	10,860	12,140	12,750	610	5.02%	This line includes funding for intergovernmental charges for services related to the procurement of vehicle replacements.
5496551 - Intgv Sv-Risk Financing	-	16,070	10,630	8,900	9,350	450	5.06%	This line includes funding for intergovernmental charges for services from the Risk Cost Plan.
5496901 - Intgv Sv-Cost Allocate	202,910	159,330	177,940	187,300	196,670	9,370	5.00%	This line includes funding for intergovernmental charges for services related to the full cost plan.
5510001 - Office Supplies Exp	235	35	230	100	100	0	0.00%	This line includes funding for various office supplies (pens, furniture, etc.). Budget aligns with projections..
5520001 - Operating Supplies Exp	6,567,196	5,659,387	5,477,449	-	-	0	-	This line includes funding for various operating supplies including mechanic shop materials and supplies. There is a trend break in FY25 due to fuel previously being comingled into this account. Fuel is now separated into 5520018 - Fleet Fuel for transparency.
5520005 - Small Tools,Supp&Allow.	2,432	2,944	-	1,200	2,100	900	75.00%	This line includes funding for various small tools and supplies. Budget increase is due to projected replacement needs.
5520006 - Oper. Supplies-Clothing	-	-	-	300	300	0	0.00%	This line includes funding clothing, including uniforms and Department/Division specific clothing. Budget aligns with projections.

# Department of Administrative Services

## Fleet Management Fund

### Program 1541 - Fleet Fuel Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520017 - Vehicle Parts and Supplies	-	-	-	30,000	23,000	(7,000)	-23.33%	This line includes funding for assets parts and supplies, including those for vehicles, equipment, and fuel sites. There is a projected decrease in expenditures for FY26. This was previously budgeted in 5520001 - Operating Supplies Exp.
5520018 - Fleet Fuel	-	-	-	6,248,010	6,205,380	(42,630)	-0.68%	This line includes funding for fuel and is reducing due to a more stabilized fuel market. This was previously budgeted for in 5520001 - Operating Supplies Exp.
5520098 - PC Purchases under \$5,000	-	-	2,022	1,100	1,310	210	19.09%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	1,129	-	-	-	-	0	-	This line historically included funding for the replacement of PCs under the BTS equipment replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5520105 - Inv Purch-Fuel&Lubricants	(77,600)	86,492	114,627	-	-	0	-	This line included funding for fuel and lubricants, but has ceased to be used. Funding is now aligned to 5520018 - Fleet Fuel.
5540001 - Bks, Pub, Subscrip & Membrshps	-	(4)	-	1,290	850	(440)	-34.11%	This line includes funding for various subscriptions, books, publications, and memberships. This includes Fleet Management Association (NAFA), Petroleum Equipment Institute (PEI), and various diagnostic and tool subscriptions needed for asset maintenance. Increase is based on expenditures associated with diagnostic and tool subscription.



# Department of Administrative Services

## Fleet Management Fund

### Program 1541 - Fleet Fuel Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5550001 - Training&Education Costs	-	1,016	24	17,820	10,800	(7,020)	-39.39%	This line includes funding for various training and education costs. Reduction aligns closer to trends while still allowing funding for employees to utilize these opportunities.
5640001 - Machinery And Equipment	-	-	-	-	35,000	35,000	-	This line includes funding for various machinery and equipment for Fleet Management Division. Increase is due to 460 Gallon non hazmat fuel trailer.
Expenditures Total	6,955,160	6,353,202	6,151,144	6,879,790	6,917,960	38,170	0.6%	

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	234,670	248,086	269,794	261,320	333,000	71,680	27.43%	This line includes funding for exempt employee salaries. Increase is based on the allocation for Director Joe Lauro increasing from 35.0% to 50.0% for Fleet Management Fund. This is due to the realignment of Facilities and Real Property as a standalone department. It also includes the anticipated retirement payout of Department Director.
5120001 - Regular Salaries & Wages	1,184,935	1,222,825	1,268,730	1,383,100	1,369,840	(13,260)	-0.96%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	-	-	-	(205,970)	(221,730)	(15,760)	7.65%	This line includes a place holder for anticipated personnel lapse. This is decreasing due to Fleet Asset Management Program anticipating additional lapse in FY26.
5140001 - Overtime Pay	99,795	129,207	144,668	103,680	125,940	22,260	21.47%	This line includes funding for all overtime pay categories. This line is increasing based on anticipated need and aligns closer to trends.
5210001 - FICA Taxes	109,980	118,495	124,161	124,710	125,470	760	0.61%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5220001 - Retirement Contributions	173,025	199,296	233,662	240,680	266,330	25,650	10.66%	This line includes funding for retirement contributions. Increase is based on the allocation for Director Joe Lauro increasing from 35.0% to 50.0% for Fleet Management Division. This is due to the realignment of Facilities and Real Property as a standalone department. Increase is also based on applied FRS increases for regular and DROP employees.
5220003 - Retirement Contrib-GASB 68	(3,318)	-	-	-	-	0	-	The primary objective of GASB-68 is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This account is not generally used by the Fleet Management Division beyond one-time or contingency items.
5230001 - Hlth,Life,Dntl,Std,Ltd	377,508	364,177	420,832	514,200	486,390	(27,810)	-5.41%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5299991 - Reg Salary&Wgs-Contra-Prj	(27,145)	(20,427)	(41,602)	(26,590)	-	26,590	-100.00%	This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5299992 - Benefits-Contra-Projects	(7,905)	(8,208)	(12,084)	(9,220)	-	9,220	-100.00%	This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5310001 - Professional Services	-	-	-	300	300	0	0.00%	This line includes funding for contracted services such as consultants, technical experts, or other specialized support. Fleet Asset Management Program utilizes this account for employee testing, including random drug testing.
5340001 - Other Contractual Svcs	556,057	604,188	578,177	657,220	538,880	(118,340)	-18.01%	This line includes funding for expenses related to other service contracts not classified under professional services. Fleet Asset Management Program uses this for NAPA Operating contracts and Global Positioning System (GPS) services. Reduction is due to the current GPS vendor sunsetting the program and the need to go out to bid for a new vendor. A request for additional funding is requested through a decision package.
5400001 - Travel and Per Diem	650	596	121	650	650	0	0.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Fleet Management Division is anticipating the needs to remain flat in FY26.
5410001 - Communication Services	8,524	8,736	8,614	9,460	9,200	(260)	-2.75%	This line includes funding for costs associated with communication services, including cell phone stipends and aircards. Decreased costs are anticipated in FY26 and on trend with projections.

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5420001 - Freight	-	-	-	50	-	(50)	-100.00%	This line includes funding for costs for freight services for special deliveries. Budget is aligned with projections.
5420002 - Postage	-	-	-	100	-	(100)	-100.00%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business. Budget is aligned with projections.
5440001 - Rentals and Leases	6,940	7,862	5,983	8,500	6,470	(2,030)	-23.88%	This line includes funding for the rental and leases of assets. The Fleet Management Division utilizes this account for uniform rentals and repairs and copy machine rentals. Reduction is based on reduced need for uniform rentals and aligns with trends.
5460001 - Repair&Maintenance Svcs	642,986	1,160,594	1,079,082	894,630	947,670	53,040	5.93%	This line includes funding associated with the repair and maintenance of assets. Fleet Asset Management Program uses this account for outside repair and maintenance costs for assets. Expenditures are anticipated to increase due to market conditions.
5470001 - Printing and Binding Exp	30	10	95	20	50	30	150.00%	This line includes funding for various printing. Budget aligns projected need in FY26.
5490001 - Othr Current Chgs&Obligat	11,299	10,706	13,315	27,400	21,250	(6,150)	-22.45%	This line includes funding for various charges and obligations, including tags and titles, and air quality fees and testing.

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5496501 - Intgv Sv-Info Technology	246,800	295,300	323,830	448,600	471,060	22,460	5.01%	This line includes funding for intergovernmental charges for services from Business Technology Services (BTS) Cost Plan.
5496522 - Intgv Sv-Flt-Veh Rplcmnt	46,520	44,690	65,220	81,980	86,080	4,100	5.00%	This line includes funding for intergovernmental charges for services related to the procurement of vehicle replacements.
5496551 - Intgv Sv-Risk Financing	116,770	108,530	95,700	80,100	84,120	4,020	5.02%	This line includes funding for intergovernmental charges for services from the Risk Cost Plan.
5496901 - Intgv Sv-Cost Allocate	719,420	590,110	659,030	693,710	728,410	34,700	5.00%	This line includes funding for intergovernmental charges for services related to the full cost plan.
5510001 - Office Supplies Exp	1,366	3,995	4,675	9,600	5,050	(4,550)	-47.40%	This line includes funding for various office supplies (pens, furniture, etc.). Budget is reducing due to a one-time furniture purchase in FY25 not needed in FY26.
5520001 - Operating Supplies Exp	2,130,554	2,240,473	2,308,918	10,900	10,900	0	0.00%	This line includes funding for various operating supplies including mechanic shop materials and supplies. There is a trend break in FY25 due to parts previously being comingled into this account. These items have now been separated for transparency.

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520005 - Small Tools,Supp&Allow.	15,935	13,222	21,853	42,700	40,820	(1,880)	-4.40%	This line includes funding for various small tools and supplies. Budget reduction is due to projected replacement needs.
5520006 - Oper. Supplies-Clothing	-	1,166	2,769	1,300	2,990	1,690	130.00%	This line includes funding clothing, including uniforms and Department/Division specific clothing. The Fleet Management Division is anticipating increased need due to a push to fill vacancies.
5520017 - Vehicle Parts and Supplies	-	-	-	2,256,000	2,301,900	45,900	2.03%	This line includes funding for assets parts and supplies, including those for vehicles, equipment, and fuel sites. There is a projected increase in expenditures due to market conditions in FY26. This was previously budgeted in 5520001 - Operating Supplies Exp.
5520098 - PC Purchases under \$5,000	-	9,332	22,455	9,900	5,230	(4,670)	-47.17%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	9,600	-	-	-	-	0	-	This line historically included funding for the replacement of PCs under the BTS equipment replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5540001 - Bks,Pub,Subscrp&Membrshps	16,717	20,674	15,306	30,650	34,150	3,500	11.42%	This line includes funding for various subscriptions, books, publications, and memberships. This includes Fleet Management Association (NAFA), Petroleum Equipment Institute (PEI), and various diagnostic and tool subscriptions needed for asset maintenance. Increase is based on expenditures associated with diagnostic and tool subscription.

# Department of Administrative Services

## Fleet Management Fund

### Program 1545 - Fleet Asset Management

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5550001 - Training&Education Costs	-	5,585	10,319	52,500	42,000	(10,500)	-20.00%	This line includes funding for various training and education costs. Reduction aligns closer to trends while still allowing funding for employees to utilize these opportunities.
5640001 - Machinery And Equipment	219,283	21,755	78,008	87,080	36,500	(50,580)	-58.08%	This line includes funding for various machinery and equipment for Fleet Management Division. Reduction is based on anticipated need for FY26.
5640300 - Equip-Vehicle&Heavy Equip	4,180,001	3,538,514	7,207,705	7,890,070	5,363,510	(2,526,560)	-32.02%	This line includes funding for the procurement of vehicles and heavy equipment, including those in the VRP. Reduction is due to reduced replacement cyclical patterns in the VRP.
<b>Expenditures Total</b>	<b>11,070,997</b>	<b>10,939,489</b>	<b>14,909,336</b>	<b>15,679,330</b>	<b>13,222,430</b>	<b>(2,456,900)</b>	<b>-15.7%</b>	



# Department of Administrative Services

## General Fund

### Program 1861 - Procurement

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	326,894	419,050	437,699	453,870	511,060	57,190	12.60%	This line includes funding for exempt employee salaries. This increase is due to the realignment of 40.0% of Purchasing Division Director allocation from Risk Financing Fund to General Fund, realignment of Department Director allocation from Construction and Property Management separation, and the anticipated retirement payout of Department Director.
5120001 - Regular Salaries & Wages	1,403,783	1,233,666	1,201,871	1,312,200	1,308,240	(3,960)	-0.30%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	-	-	-	(180,000)	(190,910)	(10,910)	6.06%	This line includes a place holder for anticipated personnel lapse. The Purchasing Division is experiencing increased turn over and
5140001 - Overtime Pay	60,172	46,168	41,218	10,580	-	(10,580)	-100.00%	This line includes funding for all overtime pay categories. The Purchasing Division does not approve overtime, except during emergency response. During emergency response, these costs are charged to the emergency project making a budget unnecessary.
5210001 - FICA Taxes	130,541	127,221	123,893	134,240	136,760	2,520	1.88%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.

# Department of Administrative Services

## General Fund

### Program 1861 - Procurement

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5220001 - Retirement Contributions	197,934	209,813	229,476	247,740	277,220	29,480	11.90%	This line includes funding for retirement contributions. This increase is due to the realignment of 40.0% of Purchasing Division Director allocation from Risk Financing Fund to General Fund, realignment of Department Director allocation from Construction and Property Management separation and also based on applied FRS increases for regular and DROP employees.
5230001 - Hlth,Life,Dntl,Std,Ltd	480,308	445,174	460,438	516,960	503,130	(13,830)	-2.68%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5299991 - Reg Salary&Wgs-Contra-Prj	(97,087)	(136,871)	(81,635)	(42,270)	-	42,270	-100.00%	This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5299992 - Benefits-Contra-Projects	(39,364)	(61,969)	(33,537)	(18,300)	-	18,300	-100.00%	This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5340001 - Other Contractual Svcs	-	446	-	-	-	0	-	This line includes funding for expenses related to other service contracts not classified under professional services. This account is generally not utilized by the Purchasing Division.

# Department of Administrative Services

## General Fund

### Program 1861 - Procurement

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5349000 - Contract Services-Other	-	13,408	7,701	-	-	0	-	This line includes funding for expenses related to other service contracts not classified under professional services. This account is generally not utilized by the Purchasing Division except in contingency situations.
5400001 - Travel and Per Diem	4,619	2,118	5,112	2,500	8,000	5,500	220.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Purchasing Division is anticipating additional costs for travel to conferences and training, including to Florida Association of Public Procurement Officials (FAPPO) and The Institute for Public Procurement (NIGP).
5410001 - Communication Services	1,409	2,334	2,975	1,860	3,000	1,140	61.29%	This line includes funding for costs associated with communication services, including cell phone stipends. Increased costs are anticipated in FY26 and on trend with projections.
5420001 - Freight	4	-	1,893	50	-	(50)	-100.00%	This line includes funding for costs for freight services for special deliveries. Freight is generally not used by the Purchasing Division and is more of a contingency item.
5420002 - Postage	54	12	32	50	30	(20)	-40.00%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business, including procurement documentation. Budget is aligned with projections.
5460001 - Repair&Maintenance Svcs	449	254	137	700	-	(700)	-100.00%	This line includes funding associated with the repair and maintenance of assets. The Purchasing Division is decreasing this cost due to an anticipated reduction in copy machine and printer repairs.

# Department of Administrative Services

## General Fund

### Program 1861 - Procurement

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5470001 - Printing and Binding Exp	140	-	100	100	200	100	100.00%	This line includes funding for various printing services, including business cards. Budget is increasing to align with anticipated need for new orders in FY26.
5490001 - Othr Current Chgs&Obligat	707	11,071	(6,458)	700	-	(700)	-100.00%	This line includes funding primarily for legal ads. Reduction is based on anticipated legal ads for Capital Improvement Program (CIP) projects.
5490060 - Incentives & Awards	45	356	695	500	1,200	700	140.00%	This line includes funding for incentives and awards, including employee appreciation events. Increase is based on projected costs for AEPA application fees and realignment of funds during Facilities and Real Property division from the Department of Administrative Services.
5496551 - Intgv Sv-Risk Financing	115,730	22,380	18,430	14,130	14,840	710	5.02%	This line includes funding for intergovernmental charges for services from the Risk Cost Plan.
5510001 - Office Supplies Exp	3,904	1,967	4,080	5,000	5,000	0	0.00%	This line includes funding for various office supplies (pens, furniture, etc.). The Purchasing Division anticipates expenditures to remain flat.
5520001 - Operating Supplies Exp	363	354	1,006	1,000	-	(1,000)	-100.00%	This line generally includes funding for various operating supplies. These expenditures are now part of the Business Technology Services (BTS) Cost Plan.

# Department of Administrative Services

## General Fund

### Program 1861 - Procurement

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520006 - Oper. Supplies-Clothing	-	-	-	-	2,000	2,000		This line includes funding clothing, including uniforms and Department/Division specific clothing. The Purchasing Division is seeking new shirts for staff for conferences and tradeshow.
5520098 - PC Purchases under \$5,000	4,582	9,221	5,960	18,560	7,840	(10,720)	-57.76%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	20,843	-	-	-	-	0		This line historically included funding for the replacement of PCs under the BTS equipment replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5529000 - Oper. Supplies-Misc	-	-	-	500	-	(500)	-100.00%	This line generally includes funding for various operating supplies. The Purchasing Division generally does not utilize this account.
5540001 - Bks, Pub, Subscrip & Membrshps	4,175	3,707	10,948	4,020	8,300	4,280	106.47%	This line includes funding for various subscriptions, books, publications, and memberships. This includes trade memberships (NIGP and FAPPO) and Amazon Prime for the entire County. Budget is increasing due to the addition of Amazon Prime.
5550001 - Training & Education Costs	13,167	12,288	7,608	12,740	12,000	(740)	-5.81%	This line includes funding for various training and education costs. This includes NIGP and FAPPO conference fees and various training certifications. The Purchasing Division is anticipating reduced usage of this account in FY26.

# Department of Administrative Services

## General Fund

### Program 1861 - Procurement

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
Expenditures Total	2,633,372	2,362,168	2,439,642	2,497,430	2,607,910	110,480	4.4%	

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5110001 - Executive Salaries	370,113	382,361	392,706	359,350	367,260	7,910	2.20%	This line includes funding for exempt employee salaries. Increase is based on the allocation for Director Joe Lauro increasing from 5.0% to 25.0% for Risk Financing Fund. This is due to the realignment of Facilities and Real Property as a standalone department. Additionally, the increase is also based on Director Lauro's retirement payout.
5120001 - Regular Salaries & Wages	448,655	461,495	500,500	529,520	512,580	(16,940)	-3.20%	This line includes funding for classified employee salaries and wages. Reduction is due to staff turnover, as senior staff retired, newer staff replaced these positions at lower salaries/benefits.
5120010 - Personnel Attrition Savings	0	0	0	(22,060)	0	22,060	-100.00%	This line includes a place holder for anticipated personnel lapse. The Risk Division is not experiencing the level of turn over and vacancies experienced in prior years.
5130001 - Other Salaries And Wages	21,937	7,162	0	0	0	0	-	This line includes funding for various other salaries and wages. It is not generally used by the Risk Division beyond as needed contingencies.
5140001 - Overtime Pay	9,636	6,996	9,953	7,320	0	(7,320)	-100.00%	This line includes funding for all overtime pay categories. The Risk Division does not approve overtime, except during emergency response. During emergency response, these costs are charged to the emergency project making a budget unnecessary.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5210001 - FICA Taxes	60,487	62,632	66,307	67,750	64,870	(2,880)	-4.25%	This line includes funding for Federal Insurance Contributions Act (FICA) taxes, which are used to fund Social Security and Medicare. Decrease is due to staff turn over and realignment of Purchasing Division Director allocation to General Fund.
5220001 - Retirement Contributions	91,695	100,572	124,578	127,390	132,880	5,490	4.31%	This line includes funding for retirement contributions. Increase is based on the allocation for Director Joe Lauro increasing from 5.0% to 25.0% for Risk Financing Fund. This is due to the realignment of Facilities and Real Property as a standalone department. Increase is also based on applied FRS increases for regular and DROP employees.
5220003 - Retirement Contrib-GASB 68	(45,648)	0	0	0	0	0		The primary objective of GASB-68 is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This account is not generally used by the Risk Division beyond one-time or contingency items.



# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5230001 - Hlth,Life,Dntl,Std,Ltd	185,073	189,727	223,166	235,400	233,610	(1,790)	-0.76%	This line includes funding for various insurance plans, including health, life, dental, short term disability, and long term disability. Increase is based on the allocation for Director Joe Lauro increasing from 5.0% to 25.0% for Risk Financing Fund. This is due to the realignment of Facilities and Real Property as a standalone department.
5240001 - Workers Compensation	4,242,403	6,051,593	4,814,852	6,200,000	6,200,000	0	0.00%	This line includes funding for workers compensation payments. There are rising costs associated with these claims and it is anticipated to trend closer to \$6.0M in FY26. Pinellas County is legally obligated to make these payments.
5299991 - Reg Salary&Wgs-Contra-Prj	(9,280)	(14,391)	(25,552)	0	0	0		This line includes funding for charges to projects for salaries and wages. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5299992 - Benefits-Contra-Projects	(3,268)	(4,261)	(7,492)	0	0	0		This line includes funding for charges to projects for benefits. There is no budget necessary because this line is generally used only for contingencies during emergency response.
5310001 - Professional Services	800	1,457	42,332	0	0	0		This line includes funding for contracted services such as consultants, technical experts, or other specialized support. This account is generally not used by the Risk Division except in contingency situations.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5311032 - Appraisal	231	665	0	0	0	0		This line includes fees and costs for appraisals. This account is generally not used by the Risk Division except in contingency situations. Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5311201 - Court-Attorney Fees	6,875	10,520	9,308	0	0	0		This line includes funding for fees and costs for court attorney fees (outside counsel). This account is generally not used by the Risk Division except in contingency situations. Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5330001 - Court Reporter Services	0	3,028	0	0	0	0		This line includes funding for fees and costs for court reporter fees (outside counsel). This account is generally not used by the Risk Division except in contingency situations. Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5340001 - Other Contractual Svcs	274,289	252,621	242,526	247,320	247,320	0	0.00%	This line includes funding for expenses related to other service contracts not classified under professional services, which for the Risk Division, is only costs for the workers' compensation third party administrator (TPA). Costs have stabilized for this service and is anticipated to remain flat in FY26.
5400001 - Travel and Per Diem	1,258	2,637	2,716	2,000	3,600	1,600	80.00%	This line includes funding for costs associated with travel and per diem (hotel, meals, local mileage, etc.) to conferences, trainings, and local travel. Risk Division is anticipating additional costs for travel to conferences and training.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5410001 - Communication Services	5,251	5,588	5,579	6,080	6,580	500	8.22%	This line includes funding for costs associated with communication services, including cell phone stipends and aircards. Increased costs are anticipated in FY26 and on trend with projections.
5420001 - Freight	50	8	0	100	100	0	0.00%	This line includes funding for costs for freight services for special deliveries. Budget is aligned with projections.
5420002 - Postage	1,828	1,353	1,452	1,500	1,500	0	0.00%	This line includes funding for general United States Postal Service (USPS) postage costs. Postage is required for official business, including claims. Budget is aligned with projections.
5440001 - Rentals and Leases	3,786	3,972	2,533	5,000	5,000	0	0.00%	This line includes funding for the rental and leases of assets. The Risk Division currently rents two copy machines.
5450001 - Insurance Exp	11,686,803	13,310,821	14,839,125	17,600,000	17,600,000	0	0.00%	This line includes funding for property and casualty insurance. This is remaining flat despite lower than anticipated expenditures in FY25. Increased costs for renewal are anticipated in FY26 due to the impact of Hurricanes Debby, Helene, and Milton and various other global disasters and emergencies such as the California and North Carolina wildfires.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5460001 - Repair&Maintenance Svcs	1,397	659	299	66,400	6,050	(60,350)	-90.89%	This line includes funding associated with the repair and maintenance of assets. It is reducing due to a decreased need for new automated external defibrillator (AED) care packages in FY26.
5460099 - Enterprise Computer Replacement Program	0	0	1,990	0	0	0		This line is no longer utilized by the Risk Division. Previously, it has been used for computer replacements. Funding is now budgeted in 5520098 - PC Purchases under \$5,000.
5470001 - Printing and Binding Exp	891	821	859	500	900	400	80.00%	This line includes funding for various printing and binding services, including letterhead, envelopes, and business cards. Budget is increasing to align with trends and anticipated need for additional materials.
5490001 - Othr Current Chgs&Obligat	1,309,496	1,320,773	1,172,185	1,404,480	1,404,480	0	0.00%	This line includes funding primarily for general liability claims (\$1.4M). This is remaining flat due to increased stabilization in market costs.
5490060 - Incentives & Awards	0	0	0	0	330	330		This line includes funding for incentives and awards, including employee appreciation events.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5491200 - Misc Trial Expenses	103,495	25,880	24,699	0	0	0		This line includes funding for fees and costs for various trial expenses beyond court reporter and attorney fees. This account is generally not used by the Risk Division except in contingency situations. Funding is available in Funding is budgeted in 5490001 - Othr Current Chgs&Obligat for liability claims.
5496501 - Intgv Sv-Info Technology	464,840	501,350	375,240	322,930	339,080	16,150	5.00%	This line includes funding for intergovernmental charges for services from Business Technology Services (BTS) Cost Plan.
5496521 - Intgv Sv-Fleet-Op & Maint	141,975	271,224	406,931	293,730	308,410	14,680	5.00%	This line includes funding for intergovernmental charges for services related to vehicle repairs, maintenance, and fuel.
5496522 - Intgv Sv-Flt-Veh Rplcmnt	1,150	780	6,520	8,590	9,020	430	5.01%	This line includes funding for intergovernmental charges for services related to the procurement of vehicle replacements.
5496901 - Intgv Sv-Cost Allocate	351,940	370,030	407,320	375,840	394,640	18,800	5.00%	This line includes funding for intergovernmental charges for services related to the full cost plan.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5498901 - Loss Control-Backgrnd Cks	1,616	1,578	1,647	2,000	2,000	0	0.00%	This line includes funding for background checks and costs are expected to remain flat in FY26.
5498905 - Loss Control-Stng Insect	0	0	0	1,000	1,000	0	0.00%	This line includes funding for removing stinging insect for loss prevention. Expenditures are expected to remain flat in FY26.
5498908 - Loss Control-Cdl Reimb	184	447	182	1,200	1,500	300	25.00%	This line includes funding for reimbursing employees for renewing their Commercial Driver's License (CDL). Costs are anticipated to trend higher in FY26 based on projected renewal rates.
5510001 - Office Supplies Exp	2,974	6,257	3,794	3,500	2,200	(1,300)	-37.14%	This line includes funding for various office supplies (pens, furniture, etc.). Line indicates a reduction, but funds were realigned to 5520001 - Operating Supplies Exp.
5520001 - Operating Supplies Exp	26,287	8,166	111,099	14,030	15,730	1,700	12.12%	This line includes various operating supplies including Occupational Safety and Health Administration (OSHA) training supplies. Line is increasing due to realignment of some funding for office supplies from 5510001 - Office Supplies Exp. Department has indicated additional office supplies is needed in FY26, which aligns with trends.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5520009 - Oper. Supplies-Computer	0	0	0	0	1,200	1,200	-	This line includes funding for computer supplies not covered by replacement costs. Risk Division has budgeted for multiple computer screen replacements due to obsolesce.
5520091 - Equipment purchases under \$5,000	0	0	0	86,000	0	(86,000)	-100.00%	This line includes funding for equipment purchases under \$5,000. The Risk Division utilizes this account for the procurement of AEDs and has indicated a reduced need for new or replacement assets in FY26. This correlates with the reduced care package need found in 5460001 - Repair&Maintenance Svcs.
5520098 - PC Purchases under \$5,000	0	12,128	1,156	3,300	14,470	11,170	338.48%	This line includes funding for the replacement of PCs under the BTS equipment replacement plan.
5520099 - PC Purchases under \$1000	6,262	0	0	0	0	0	-	This line historically included funding for the replacement of PCs under the BTS equipment replacement plan. This account is no longer utilized and has been replaced by 5520098 - PC Purchases under \$5,000.
5540001 - Bks, Pub, Subscrip & Membrshps	1,661	1,661	2,662	3,800	4,300	500	13.16%	This line includes funding for various subscriptions, books, publications, and memberships. This includes OSHA and Public Risk Management Association (PRIMA). Increases are driven by renewal costs.

# Department of Administrative Services

## Risk Financing Fund

### Program 1933 - Protecting County Employees, Citizens, and Assets

Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	Budget to Budget Change	Budget to Budget % Change	OMB Notes
5550001 - Training&Education Costs	2,925	1,805	5,184	4,000	7,400	3,400	85.00%	This line includes funding for various training and education costs. This includes OSHA, PRIMA, Commercial Property Institute (CPI), and Florida Adjuster License (AE21). Increase is driven by PRIMA, CPI, and AE21 increases.
Expenditures Total	19,770,069	23,360,115	23,766,357	27,957,970	27,888,010	(69,960)	-0.3%	



# Change Request Summary

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

Change Request	AUTO - 1414 - Replacement of Expiring Contract for Vehicle GPS/Telematics Services
Budget Year	2026
Change Request Type	Operating Decision Package Request
Change Request Stage	Decision Package Approved [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	<p>The current Global Positioning Service (GPS) vendor Nextraq (Contract 190-0528) is sunsetting their platform on April 26, 2026 (end of term). There are no options to extend the platform and all County GPS devices will cease to function. This contract provides real-time tracking of vehicles and equipment so location, speed, operation, and drivetrain function are immediately available to supervisors, work planners and safety personnel.</p> <p>Following the sunset of the platform, staff anticipate expenditures for a new vendor to be higher than the current \$22,500 average monthly charge for vehicle GPS services. Selection of a new service provider will update monthly service costs (recurring) and require purchase and installation of tracking devices (non-recurring) in approximately 2,000 units.</p>

# Change Request Summary

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

	<p>The County relies upon GPS/Telematics for its vehicle fleet for several key reasons that improve efficiency, safety, and cost-effectiveness. Here are some of the main benefits:</p>
Summary of Request	<p>1. Improved Fleet Management</p> <ul style="list-style-type: none"> <li>• Real-time Location Tracking: GPS allows fleet managers to track the exact location of vehicles in real-time. This helps in dispatching vehicles more efficiently, responding to customer requests quickly, and optimizing routes.</li> <li>• Route Optimization: Telematics data can be used to optimize routes, avoid traffic congestion, reduce fuel consumption, and minimize delays. This leads to improved service levels and reduces operational costs.</li> </ul> <p>2. Fuel Efficiency and Cost Reduction</p> <ul style="list-style-type: none"> <li>• Fuel Monitoring: Telematics systems can identify fuel-wasting behaviors like idling, speeding, or inefficient routing.</li> <li>• Reduced Maintenance Costs: Telematics can track vehicle health, including engine performance. This enables proactive maintenance, reducing the likelihood of expensive repairs and unexpected downtime.</li> </ul> <p>3. Safety and Risk Management</p> <ul style="list-style-type: none"> <li>• Driver Behavior Monitoring: GPS/Telematics can monitor driver behavior, such as speeding, hard braking, and rapid acceleration. Identifying risky driving habits can help in providing targeted training to improve safety and reduce accidents.</li> <li>• Geofencing: Management can set up boundaries (geofences) to alert when vehicles enter or leave a specific area, ensuring that the fleet stays within desired zones, which can help with security and compliance.</li> </ul>
	<p>4. Improved Customer Service</p> <ul style="list-style-type: none"> <li>• Faster Response Times: Real-time tracking allows fleet managers to dispatch the nearest available vehicle to a customer, reducing response times and improving customer satisfaction.</li> <li>• Accurate Delivery Times: Telematics data can help predict delivery times more accurately, allowing businesses to keep customers informed about the status of their orders.</li> </ul> <p>5. Enhanced Security</p> <ul style="list-style-type: none"> <li>• Theft Prevention and Recovery: If a vehicle is stolen, GPS tracking can help locate and recover it quickly.</li> <li>• Incident Detection: In the event of an accident or other incident, GPS/Telematics systems can provide real-time data about the location and nature of the event, helping to respond quickly.</li> </ul>
Justification *	<p>6. Data-Driven Decision Making</p> <ul style="list-style-type: none"> <li>• Analyzing Trends and Patterns: Over time, the data collected from GPS/Telematics can help identify trends, such as which routes are most efficient, which drivers have the best performance, and when maintenance is typically needed. This can inform strategic decision-making and operational improvements.</li> </ul> <p>In summary, GPS/Telematics systems offer a comprehensive solution for County fleet management by enhancing efficiency, safety, and accountability while lowering costs and improving overall service.</p> <p>The County relies upon GPS/Telematics for its vehicle fleet for several key reasons that improve efficiency, safety, and cost-effectiveness. In summary, GPS/Telematics systems offer a comprehensive solution for County fleet management by enhancing efficiency, safety, and accountability while lowering costs and improving overall service.</p>
Net Operating Budget	(213,250)
Net Capital Budget	-
Net Budget	(213,250)

# Change Request Summary

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

## Operating Budget Details

Account	Position	Description (What is it?)	2026 Budget
Expenses			
361932 - Fleet Parts Management			
5340001 - Other Contractual Svcs		FY26 Decision Package - 8 months expenditures on new contract. 60 month contract.	213,250
Total 361932 - Fleet Parts Management			213,250
Total Expenses			213,250
<b>Net Total</b>			<b>(213,250)</b>

# Change Request Summary

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

Change Request	AUTO - 1445 - Fleet Fuel Truck
Budget Year	2026
Change Request Type	Operating Decision Package Request
Change Request Stage	Decision Package Approved [Operating Decision Package Request]
Acct. Reference	
Publish Date	May 16, 2025 08:37 AM (EDT)
Description (What is it) *	A new fleet fuel truck that meets standards and regulations for hauling fuel.
Summary of Request	Fleet is unable to haul fuel due to the existing truck not meeting federal standards and regulations. This request provides a new Fleet fuel truck that meets these standards and fills a need during emergency events.
Justification *	Fleet cannot transport fuel since the existing Fleet fuel truck is top load only and violates Federal air quality standards. The existing fuel truck chassis is also 24 years old and is in need of replacement. Currently, Fleet can only haul diesel fuel and only 2,500 gallons at a time. It is all the County has when commercial haulers cease transporting fuel before landfall of a storm.
Net Operating Budget	(343,740)
Net Capital Budget	-
Net Budget	(343,740)

## Operating Budget Details

Account	Position	Description (What is it?)	2026 Budget
Expenses			
361920 - Fleet Vehicle Replacement			
5640300 - Equip-Vehicle&Heavy Equip		FY26 Decision Package - New Fleet Fuel Truck	343,740
Total 361920 - Fleet Vehicle Replacement			343,740
Total Expenses			343,740
<b>Net Total</b>			<b>(343,740)</b>

# Change Request Summary

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

Change Request	AUTO - 1446 - P-Card Monthly Audit
Budget Year	2026
Change Request Type	Operating Decision Package Request
Change Request Stage	Decision Package Rejected [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Monthly Audit of P-Card Data Upload
Summary of Request	An automated analytical review of P-Card transactions monthly.
Justification *	A monthly audit of P-Card transactions to detect fraud, stop mistakes, improve efficient, streamline financial reporting, and seamlessly monitor purchasing card spending kept in Bank of American Works. Manual spreadsheets and other ad hoc data analysis tools are no longer adequate to review all of the purchasing card spending.
Net Operating Budget	(31,250)
Net Capital Budget	-
Net Budget	(31,250)

## Operating Budget Details

Account	Position	Description (What is it?)	2026 Budget
Expenses			
351110 - Purchasing			
5340001 - Other Contractual Svcs		Thirdline - P-Card Monthly Audit	31,250
Total 351110 - Purchasing			31,250
Total Expenses			31,250
<b>Net Total</b>			<b>(31,250)</b>

Vacancy Report						
Position Number	Grade	Position Title	Division	Vacancy Date	Annual Base Salary	Hiring Status
BCC/C2742	C19	Admin Supt Spec 1	BCC:Purchasing	2/28/2025	\$ 50,356.80	Open Recruitment
BCC/C3755	C21	Fleet Mech 1	BCC:Fleet Management	2/24/2025	\$ 51,584.00	Open Recruitment
BCC/C4603	C24	Fleet Mech 3	BCC:Fleet Management	6/11/2024	\$ 47,361.60	Open Recruitment
BCC/C4607	C23	Fleet Mech 2	BCC:Fleet Management	10/7/2024	\$ 47,361.60	Open Recruitment
BCC/C4609	C23	Fleet Mech 2	BCC:Fleet Management	6/28/2024	\$ 47,361.60	Open Recruitment