

Administrative Services

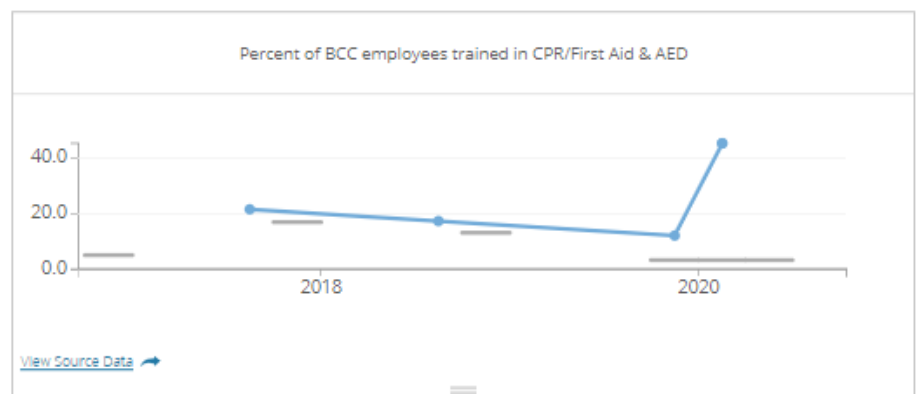
Purpose

The Administrative Services Department manages most of the internal services functions required by the county under one centralized function. The department consists of three divisions that are responsible for providing among other services: procurement and contracting services, facility and real property management, risk management, and fleet services for all departments under the Board of County Commissioners (BCC), select appointing authorities, and select constitutional officers as needed or required. More specifically, the Administrative Services Department partners with internal customers to provide services pertaining to legal and ethical procurement, centralized real property services, centralized facilities administration, fleet asset and fuel, operations and maintenance, and the mitigation of financial loss through a centralized risk management and safety program. The department is also responsible for the County's Self-Insured General Liability and Worker's Compensation Programs, operation of the Young-Rainey STAR Center, and working in conjunction with the Economic Development Department providing support for the Small Business Enterprise (SBE) Program.



For additional information, please visit: <http://www.pinellascounty.org/adminservices/default.htm>

Performance Summary



Value of bids received from qualified Small Business Enterprise (SBE) Program vendors based on sheltered market

339K

Dollars

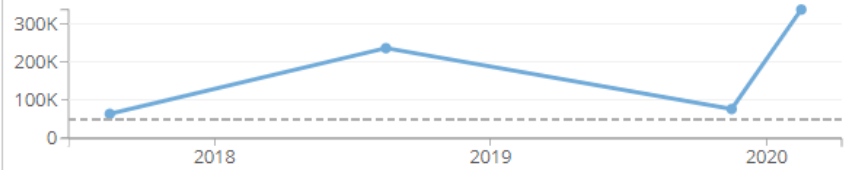
1/1/20 - 3/31/20

✓ On Track

Target 50K

[View measure](#)

Value of bids received from qualified Small Business Enterprise (SBE) Program vendors based on sheltered market



[View Source Data](#)

Savings attributed to use of purchasing cards

309K

Dollars

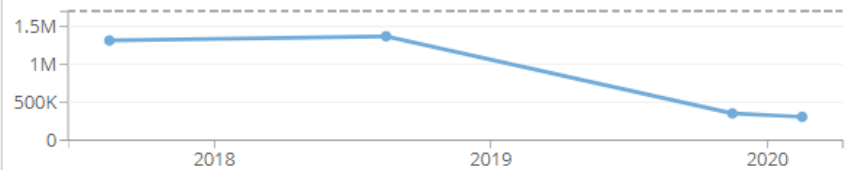
1/1/20 - 3/31/20

Measuring

Target 1.7M

[View measure](#)

Savings attributed to use of purchasing cards



[View Source Data](#)

Train 100% of Employees in OSHA Requirements

73

Percent Complete

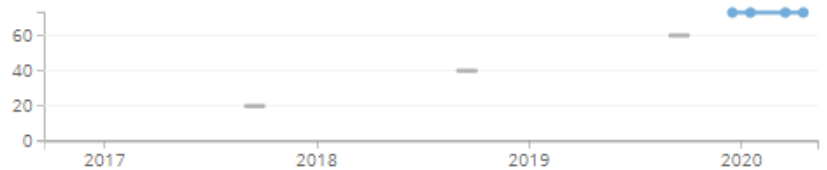
4/1/20 - 4/30/20

✓ On Track

Target 80 September 2020

[View measure](#)

Train 100% of Employees in OSHA Requirements



[View Source Data](#)