

# Department Priorities



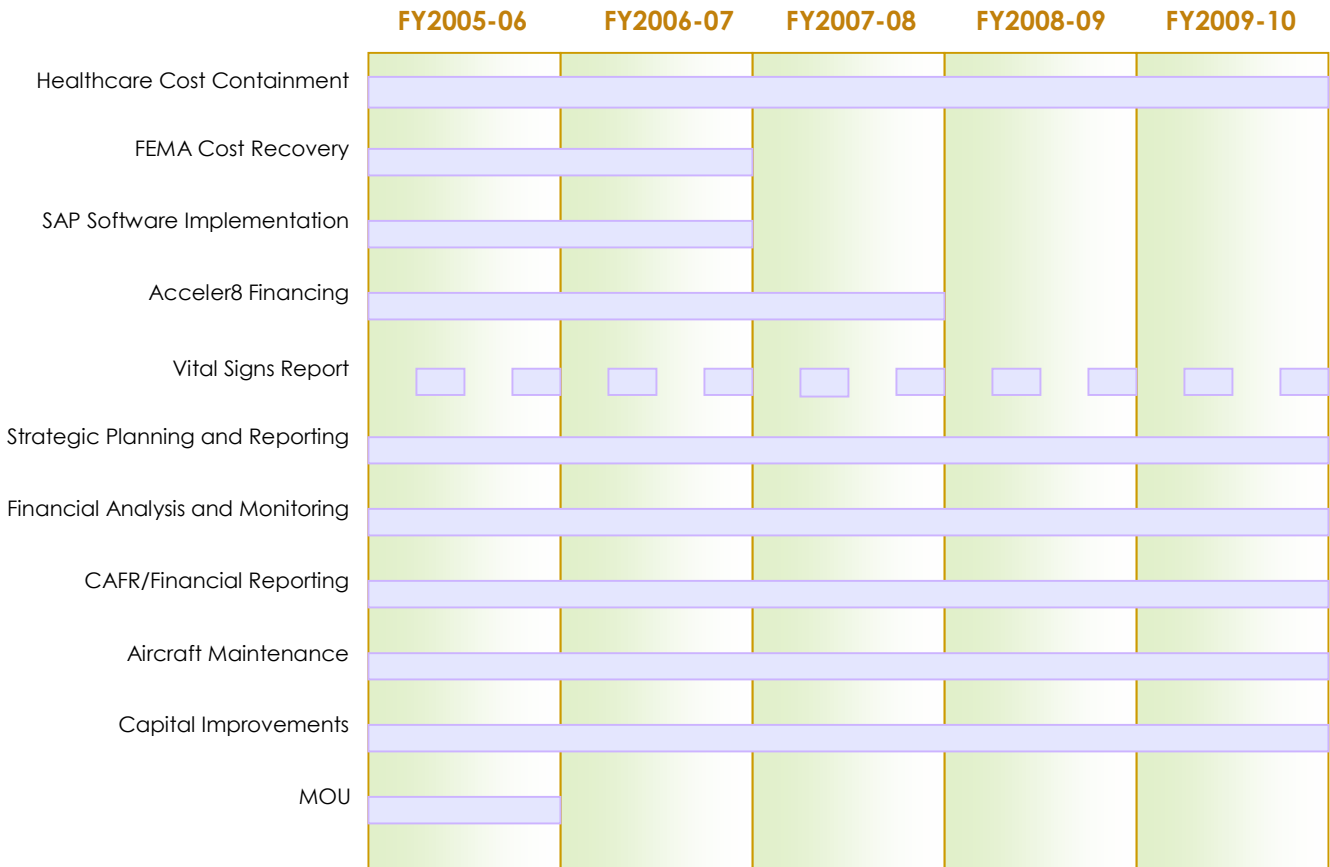
The F&A Department is entrusted with providing critical business and administrative support services. As stewards of the District's financial resources and administrative policies and procedures, the Department provides checks and balances within the agency to help safeguard District assets.

To build on its tradition of excellence, department management has set forth a bold vision for the next five years. Division and section personnel are being tasked to implement this vision while maintaining the department's high standards. To achieve that end, the following department priorities have been established that set benchmarks through FY2009-10:

## Mission Statement

**The Finance and Administration Department is dedicated to honesty, integrity, timeliness and professionalism while delivering cost-effective, quality business and administrative services in compliance with statutory and policy guidelines.**

### Five-year Department Priorities



The District's fiscal year begins on October 1 and ends on September 30 of the following year.

## FIVE-YEAR DEPARTMENT PRIORITIES

### Healthcare Cost Containment

FY2005-06 TO FY2009-10

The District has an obligation to serve taxpayers by keeping costs down. As one of the means of achieving this, the Risk Management Section will evaluate options for healthcare savings. These options will include analyses of employee healthcare-benefit use to determine if changes should be made, the formation of consortiums with other South Florida employers to create economies of scale, and the establishment of health fairs and smoking cessation programs.

### FEMA Cost Recovery

FY2005-06 TO FY2006-07

In response to the 2004 hurricane season, the Accounting and Financial Services Division will aggressively seek FEMA cost recovery. This complex accounting process will require identifying, justifying and documenting all appropriate costs involved with hurricane damage repairs. It will also include designing systems to capture FEMA cost-recovery information more easily in the future.

### SAP Software Implementation

FY2005-06 TO FY2006-07

SAP software will be implemented by the eQuest Section, which is anticipated to result in more efficient integrated processes that will allow District personnel to work smarter and more efficiently. Throughout implementation, opportunities to update procedures and practices will be sought so that financial resources can be more effectively monitored, controlled and managed.

### Acceler8 Financing

FY2005-06 TO FY2007-08

To meet the needs of the Acceler8 projects, the Staff Section will spearhead the development of long-term financing through Certificates of Participation (COP) revenue bonding. COPs are a first-time venture for the District and represent a major step forward in funding solutions. As facilitators of this first issuance of District long-term debt, the Staff Section will coordinate with other resource units and interact with the financial community, which will be evaluating the District's capacity to issue debt.

### Vital Signs Report

October 2005

Through the Vital Signs Report, the Budget Division will present Corporate Resource information to the District as part of a new high-level method for measuring and reporting District progress. This planning tool will give senior managers and the Governing Board targeted information they need to monitor and identify major issues and concerns.

### Strategic Planning and Reporting

FY2005-06 TO FY2009-10

The Budget Division will continue to update, validate and refine the strategic planning process. Staff will also work to enhance communications between personnel, program managers, department directors, the District Leadership Team (DLT), the Governing Board and others to ensure that timelines and requirements for the annual business cycle are clear.

### Financial Analysis and Monitoring

FY2005-06 TO FY2009-10

The Budget Division will enhance its monthly reporting with additional evaluation and reports that detail significant aspects of District finances.

### Comprehensive Annual Financial Report (CAFR)/Financial Reporting

FY2005-06 TO FY2009-10

The Accounting and Financial Services Division will carry forward with its stewardship of the CAFR, as well as maintain the high level of financial reporting quality that has already been attained.

### Aircraft Maintenance

FY2005-06 TO FY2009-10

Flight Operations Section personnel will preserve their statewide reputation for safety by carefully maintaining the District's aircraft.

### Capital Improvements

FY2005-06 TO FY2009-10

Maintenance, improvement and/or replacement of the District's capital assets will continue to be a priority, and will be led by the General Services Division.

### MOU

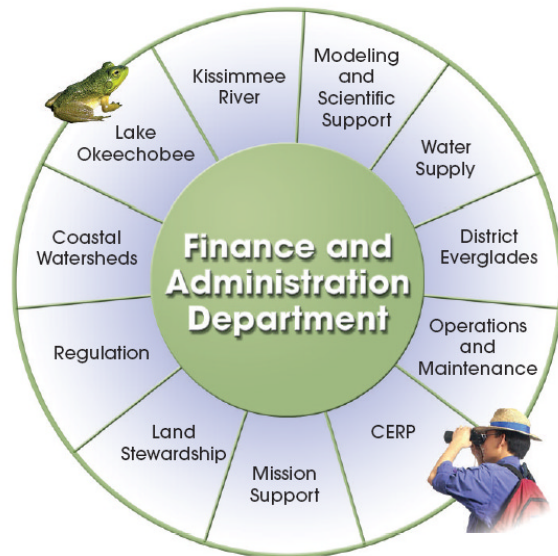
FY2005-06

The Budget Division will create an MOU that will enhance communications, facilitate a more effective workflow and foster a more productive working environment.

# Divisions and Sections

In spite of its name, the F&A Department provides more than just financial services and administrative support. The department has a reputation for high standards when it comes to financial and administrative service delivery, but it also provides the District with some diverse and unique functions, all of which are implemented with integrity.

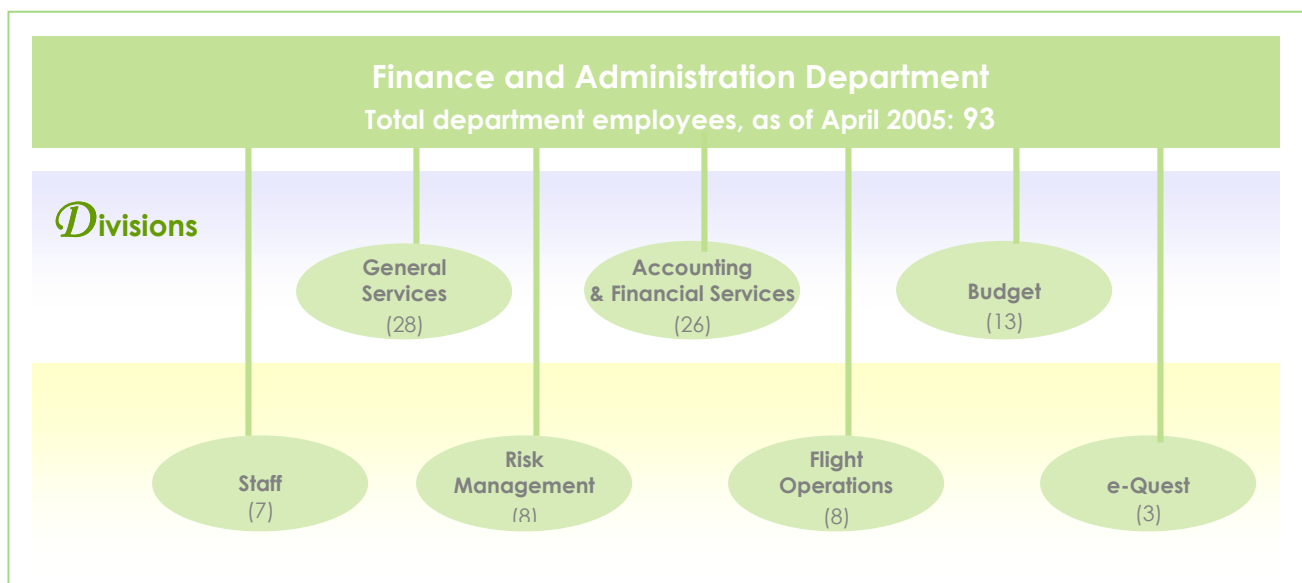
Each of the department's divisions and sections serve the 11 programs that collaborate to accomplish the District's mission. In this way, all department units are united in purpose. Whether it be helicopter support for water quality monitoring, reroofing the headquarters building, creating the annual budget, recovering FEMA monies, strategic planning, retooling the District's business systems or ensuring that the District has the finest benefits available, F&A divisions and sections serve the District with distinction.



F&A divisions and sections serve the District's 11 mission-related programs.

The adopted FY2004-05 annual budget for all F&A divisions and sections is \$26,018,884. This incorporates all costs, including staff. The two largest portions of the budget are allocated to the General Services Division (\$8,207,136) and the eQuest Section (\$5,323,576). The remainder of the budget is divided among the Staff Section (\$2,632,229), the Flight Operations Section (\$2,511,085), the Accounting and Financial Services Division (\$2,091,520), the Risk Management Section (\$3,957,668) and the Budget Division (\$1,129,670).

The following pages detail each division or section's current responsibilities and future vision, along with their projects and processes.



# General Services Division

The General Services Division provides a broad array of services for District infrastructure management. The division's tasks encompass many of the day-to-day needs that an agency the size of the District requires. These services are diverse and range from asset management and inventory control, to managing the leases for satellite facilities, to the performance of over 6,000 facilities maintenance tasks each year.

The division also controls many of the agency's communications efforts by managing mail processing, webcasting, video teleconferencing, closed circuit TV, Governing Board meeting broadcasting, duplication and printing of District publications, and CD/DVD production. Division personnel further facilitate communications by maintaining the Technical Reference Center, assisting with technical searches and managing the District's map/file repository.

Additionally, the division is responsible for all non-program-related capital improvements. These improvements can involve maintenance-related tasks, such as the replacement of air conditioning cooling towers or carpeting. Occasionally, however, the improvements can include the building of entirely new facilities, as will be the case in FY2006-07 when design and construction of the new chemistry lab will be initiated.



## Mission Statement

**The General Services Division's mission is to provide a comfortable, efficient and safe work environment for District personnel as economically as possible, and deliver business support solutions that enable employees to perform their job functions at optimum levels.**

## Future Vision



The General Services Division will continue to strive for high levels of customer satisfaction through ongoing evaluation of its business services. Division personnel will review outsourcing and business processes continuously, with a formal review every six months. This review will include examining solutions in all facets of our business operations in an effort to provide leading-edge technologies. Solutions presently being investigated include:

- Radio frequency identification technologies for asset tracking
- Improved mail and package tracking
- Digitization of maps and construction plans
- Improved "smart building" technologies
- Predictive maintenance of critical electrical and mechanical components

In the near future, the General Services Division will also be actively supporting the following major initiatives:

- Replacement of the Building B-1 air conditioning cooling towers
- Headquarters carpeting replacement
- Headquarters landscape and signage design
- Kissimmee Field Station relocation
- Chemistry laboratory design and construction