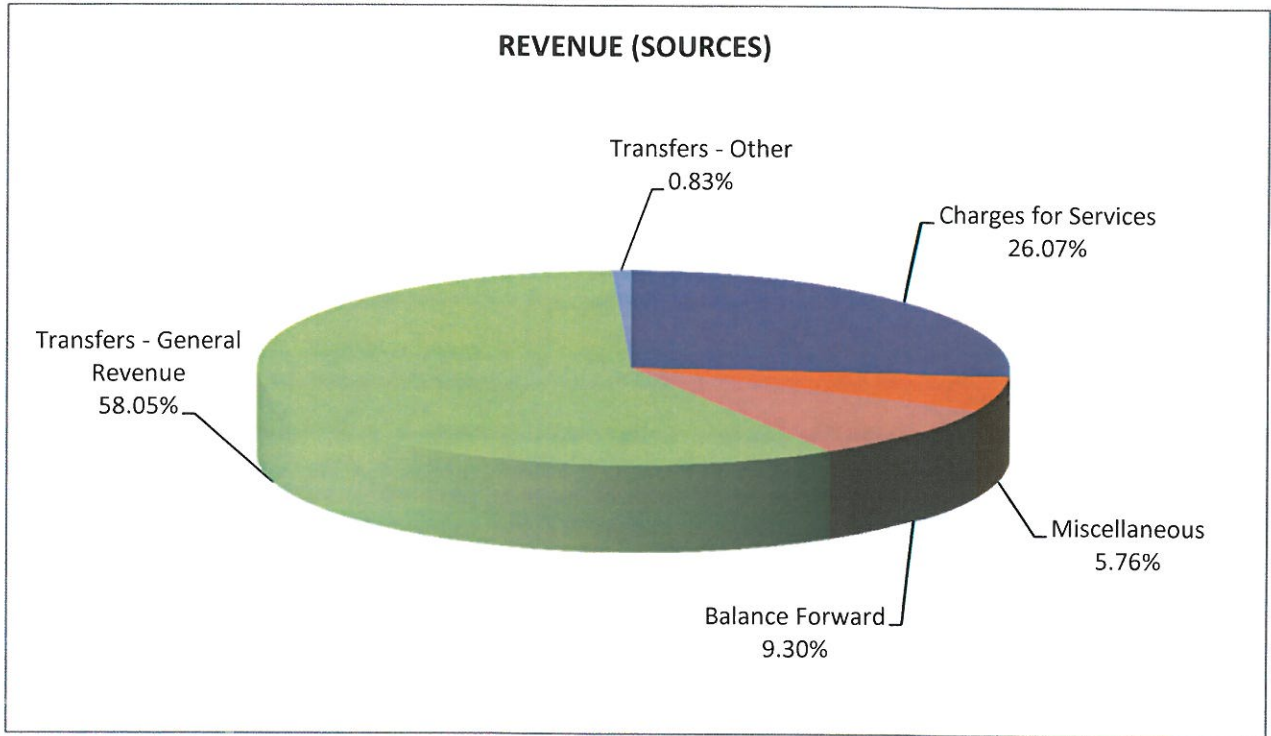
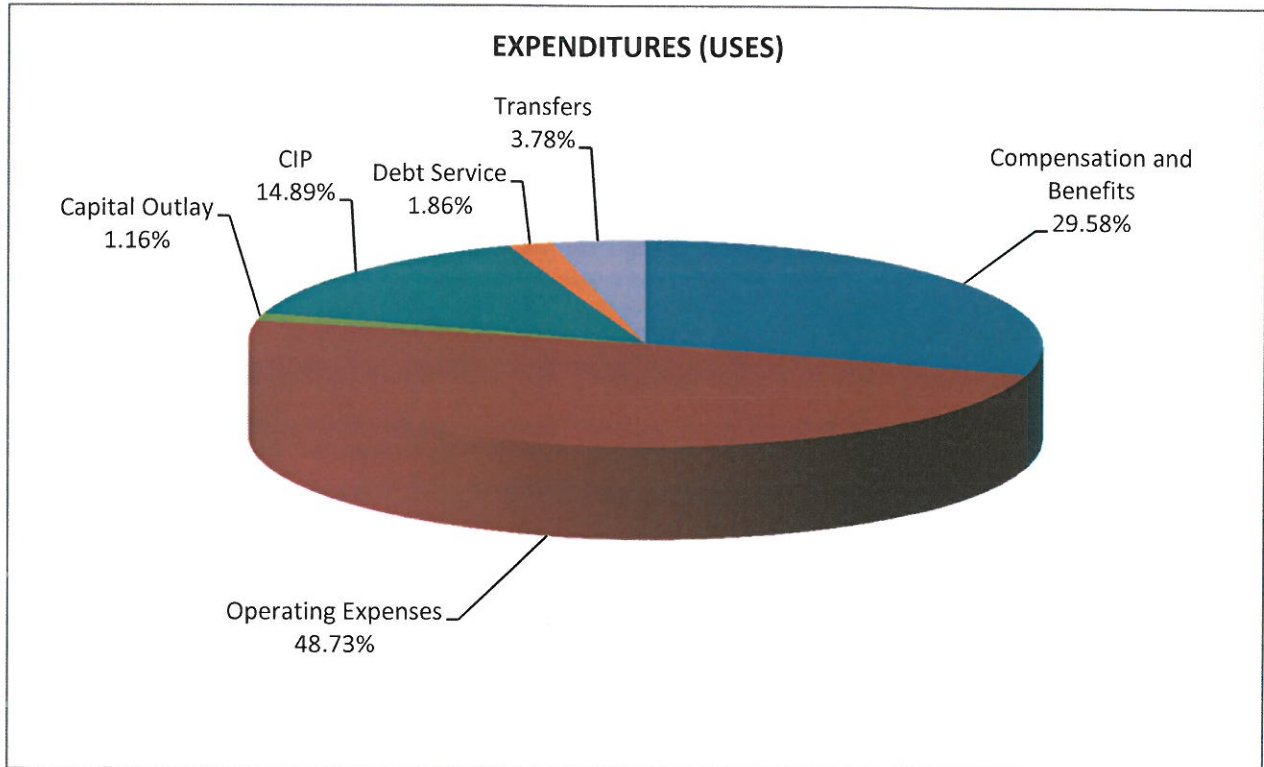


**CENTRAL SERVICES DEPARTMENT**



**ADOPTED BUDGET FY2016-2017**  
**\$15,551,177**



## CENTRAL SERVICES DEPARTMENT SUMMARY

### MISSION STATEMENT:

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Provide excellent customer service to County departments and agencies, ensuring the best value and most efficient performance of asset management, facilities management, fleet services, and purchasing services.

### PROGRAMS AND SERVICES:

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### ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:

#### ASSET MANAGEMENT

- Capital asset accountability; annual physical inventories; County vehicle and boat registration
- Construction and infrastructure recording and reconciliation
- Surplus property collection, redistribution, and disposal
- Oversight and maintenance of SAP and Asset Module
- Board Agenda distribution and Board Resolution Framing

#### *Accomplishments:*

- Successful use of on-site surplus sales, such as the sale of Mosquito Control's fuel tanks and Parks and Recreation's golf carts at multiple golf course locations (these on-site sales allow for savings in the areas of man-hours, fuel, and equipment usage)
- Continued utilization of online auctioning which allows the flexibility to conduct more frequent auctions on an as-needed basis
- Increase in recycling efforts by coordinating surplus recycling efforts with other departments which resulted in an increase in surplus recycling revenue
- Replaced two 15-year-old cargo vans with revenue derived from the surplus sale administrative fee
- Completed the first phase of streamlining the inventories in order to increase efficiencies in the areas of time management and vehicle operating expenses

#### *Initiatives:*

- Replace critical capital (cargo vans for Property Control Agents using the surplus sale administrative fee revenue)
- Relocate Asset Management to the Wenner Way warehouse (with this centralized location we expect to see an increase in the utilization by departments of surplus property re-use and the creation of a secure outside storage area which will allow for the acceptance of larger surplus equipment)
- Continue to develop efficient methods to manage the County's increasing volumes of inventory and surplus equipment
- Encourage growth and development of staff through training and professional development courses

#### *Trends and Issues:*

The 28-year-old Asset Management modular building is decaying and the structural integrity is failing. An alternative facility is required to continue to warehouse the County surplus assets and to provide staff office space. The existing Supervisor of Elections warehouse in Cocoa will provide adequate space with minimal modifications for this function. Asset

## **CENTRAL SERVICES DEPARTMENT SUMMARY**

Management has recently implemented online auctioning as a method to increase revenue generated from the sale of surplus County assets, resulting in increased exposure and higher revenue from surplus sales. In order to fund the replacement of critical equipment, Asset Management will continue collecting an administrative fee on revenue received from the sale of surplus property. Maintaining accurate physical and financial records of County-owned capital property and projects at the existing staffing level is challenging. The addition of a Vacating and Acquisition Review Specialist assigned to Asset Management would benefit the County by managing the surplus lands inventory, and selling or auctioning escheated parcels and properties acquired by tax deeds, and returning them to the tax roll.

### *Service Level Impacts:*

N/A

### **FACILITIES MANAGEMENT**

- Building Maintenance, Operations, Support and Services
- Facilities Planning, Pre-Construction Design & Permitting, and Project Management
- Procurement of contracts, construction management, architectural and engineering, and design build services

### *Accomplishments:*

- Demolition of the old Sheriff's North Precinct (Mod 4)
- Demolition of the old Brevard Correctional Institution (State Prison)
- Renovations to the Space Coast Room (BCGC Viera)
- Replacement of the HVAC equipment and controls at CSC Melbourne (Sarno B)

### *Initiatives:*

- Integrate building assessments and capital planning through the application of web-based software
- Collaborate with departments in preliminary capital improvement planning, developing more accurate budget estimates, and consolidating projects when feasible
- Replacement of outdated building components with new technologies for improved performance and efficiencies

### *Trends and Issues:*

Facilities Management continues to focus on prioritizing the replacement of antiquated building components with newer and more efficient systems. There remains a significant amount of unfunded needs at buildings countywide, such as roofing, HVAC, electrical, plumbing, and structural modification needs. In Fiscal Year 2015-2016 the following projects have been funded and are in process: replace cell door locks at Detention Center (multi-year), replace second Detention Center chiller, renovate John Rodes for Supervisor of Elections Support Center, replace chiller plant and controls at CSC Titusville (Parkway), pursue brownfield designation and grant funding for Brevard Correctional Institute site.

### *Service Level Impacts:*

N/A

## CENTRAL SERVICES DEPARTMENT SUMMARY

### FLEET SERVICES

- Vehicle and equipment repair and maintenance
- Fuel acquisition and fuel site operation
- Emergency generator repair and maintenance

#### *Accomplishments:*

- Upgraded data transmission from fuel sites from dial-up landlines to County Intranet
- Created a pool of loaner vehicles at Viera to reduce the number of department-owned vehicles which have low utilization
- Changed business model to reduce County-owned warehouse inventory to zero by using an in-house General Parts Company parts warehouse
- Fully automated annual generator maintenance and semi-annual generator inspection Work Order process

#### *Initiatives:*

- Replacement of the last underground fuel site at Flake Road
- Actively notify customers when vehicles are due for scheduled maintenance using mileage collected at fueling
- Begin active Fuel Maintenance program to test and maintain diesel fuel stored over long period of time in generator tanks
- Purchase a Vehicle Lift and a 4-Wheel Alignment Machine and begin performing alignments in-house

#### *Trends and Issues:*

Fleet Services continues to improve the customer experience by making the repair and maintenance process flow in a professional and efficient manner. A new customer service area has been created to expedite vehicle drop-off and pickup. The use of loaner cars and work spaces with Wi-Fi in the waiting area will enable an increase in efficiency for employees while vehicles are serviced. Installation of the Genuine Parts Company in-house parts store will reduce waiting time for repair parts, increasing vehicle availability and technician production. Replacement of the remaining two fuel tanks will reduce the potential risk of soil/groundwater contamination. Pollution remediation (tank removal, soil removal, and years of groundwater sampling) could easily double the cost of one tank replacement. By increasing the scrutiny of vehicle mileage entered when fueling, the correct vehicle mileage is effectively a PIN to ensure that the vehicle designated on the fuel key is present to receive the fuel. The goal in FY 2015-2016 has been to increase technician productivity by reducing paperwork handling, reducing parts waiting time, and improving technician proficiency through training.

#### *Service Level Impacts:*

- Utilization of an 18,000 Pound Vehicle Lift and a 4-Wheel Alignment machine will reduce vehicle maintenance expenses by reducing alignment outsourcing

### PURCHASING SERVICES

- Competitive acquisition of commodities and services
- Competitive procurement of professional consultant and construction services; Contract monitoring and review
- Ensure compliance with federal, state, and local regulations for procurement and contracting actions
- Oversight and maintenance of SAP Purchasing Module

## CENTRAL SERVICES DEPARTMENT SUMMARY

### *Accomplishments:*

- Provided internal training which included basic and advanced purchasing, requests for proposals, contract management and monitoring, and SAP requisitions
- Increased countywide savings by reviewing capital requests, consolidating department requirements, leveraging larger volume purchases, and negotiating with suppliers
- Improved contract monitoring by working with I.T. department to provide an increase in the advanced notice of expiring contracts
- Received the Agency Certification Award from the Universal Public Procurement Certification Council for the second consecutive year

### *Initiatives:*

- Expand electronic bidding capabilities to include receiving vendors' bids and approvals online
- Develop on-line change order request form
- Host a reverse trade show or workshop for local vendors

### *Trends and Issues:*

Local Preference often conflicts with grant procurement. This impacts the countywide use of term contracts if funding is derived from State or Federal grants. If local preference is included in a solicitation, whether a factor in the award or not, departments receiving grant funds cannot utilize the contract.

Focus more on the strategic approach to cooperative procurement and to be more in tune with what is happening in the cooperative partner and supplier communities. Due to continued financial challenges we continue to experience, cooperative contracting will become a more essential tool for procuring services and commodities.

### *Service Level Impacts:*

N/A

**CENTRAL SERVICES OFFICE: DEPARTMENT SUMMARY**

**DEPARTMENT REVENUES AND EXPENDITURES**

	<b>Actual FY2014-2015</b>	<b>Final Budget FY2015-2016</b>	<b>Adopted Budget FY2016-2017</b>	<b>Difference</b>	<b>% (Inc)/Dec</b>
<b>REVENUES:</b>					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$123,795	\$0	(\$123,795)	(100.00%)
Charges for Services	\$3,839,444	\$5,562,602	\$4,267,331	(\$1,295,271)	(23.29%)
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$1,833,125	\$945,956	\$942,714	(\$3,242)	(0.34%)
Statutory Reduction	\$0	(\$331,486)	(\$260,502)	\$70,984	(21.41%)
<i>Operating Revenues</i>	\$5,672,570	\$6,300,867	\$4,949,543	(\$1,351,324)	(21.45%)
Balance Forward	\$15,004,733	\$2,208,375	\$1,445,600	(\$762,775)	(34.54%)
Transfers - General Revenue	\$8,204,528	\$8,934,152	\$9,027,700	\$93,548	1.05%
Transfers - Other	\$214,788	\$128,779	\$128,334	(\$445)	(0.35%)
Other Finance Source	\$0	\$850,000	\$0	(\$850,000)	(100.00%)
<i>Non-Operating Revenues</i>	\$23,424,049	\$12,121,306	\$10,601,634	(\$1,519,672)	(12.54%)
<b>TOTAL REVENUES</b>	\$29,096,619	\$18,422,173	\$15,551,177	(\$2,870,996)	(15.58%)
<b>EXPENDITURES:</b>					
Compensation and Benefits	\$4,358,596	\$4,561,090	\$4,600,368	\$39,278	0.86%
Operating Expenses	\$7,608,527	\$9,165,281	\$7,578,277	(\$1,587,004)	(17.32%)
Capital Outlay	\$371,686	\$233,800	\$180,000	(\$53,800)	(23.01%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$12,338,809	\$13,960,171	\$12,358,645	(\$1,601,526)	(11.47%)
CIP	\$14,331,971	\$3,876,172	\$2,315,000	(\$1,561,172)	(40.28%)
Debt Service	\$0	\$0	\$289,500	\$289,500	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$220,052	\$585,830	\$588,032	\$2,202	0.38%
<i>Non-Operating Expenditures</i>	\$14,552,023	\$4,462,002	\$3,192,532	(\$1,269,470)	(28.45%)
<b>TOTAL EXPENDITURES</b>	\$26,890,832	\$18,422,173	\$15,551,177	(\$2,870,996)	(15.58%)
<b>PERSONNEL:</b>					
Full-time positions	76.00	75.00	75.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	76.00	75.00	75.00	0.00	0.00%
Temporary FTE	0.75	0.50	0.25	(0.25)	(50.00%)
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%





**ASSET MANAGEMENT: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	Actual FY2014-2015	Final Budget FY2015-2016	Adopted Budget FY2016-2017	Difference	% (Inc)/Dec
<b>REVENUES:</b>					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$75,442	\$60,000	\$65,000	\$5,000	8.33%
Statutory Reduction	\$0	(\$3,000)	(\$3,250)	(\$250)	8.33%
<i>Operating Revenues</i>	\$75,442	\$57,000	\$61,750	\$4,750	8.33%
Balance Forward	\$15,000	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$419,395	\$429,892	\$427,642	(\$2,250)	(0.52%)
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$434,395	\$429,892	\$427,642	(\$2,250)	(0.52%)
<b>TOTAL REVENUES</b>	\$509,837	\$486,892	\$489,392	\$2,500	0.51%
<b>EXPENDITURES</b>					
Compensation and Benefits	\$411,232	\$403,888	\$406,067	\$2,179	0.54%
Operating Expenses	\$22,658	\$33,004	\$28,325	(\$4,679)	(14.18%)
Capital Outlay	\$76,176	\$50,000	\$55,000	\$5,000	10.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$510,066	\$486,892	\$489,392	\$2,500	0.51%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	\$510,066	\$486,892	\$489,392	\$2,500	0.51%
<b>PERSONNEL:</b>					
Full-time positions	7.00	7.00	7.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	7.00	7.00	7.00	0.00	0.00%
Temporary FTE	0.25	0.25	0.00	(0.25)	(100.00%)
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

## ASSET MANAGEMENT: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	\$0	0.00%	
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$5,000	8.33%	Slight increase in Surplus Sales Revenue, resulting in higher Administrative Fee Revenue
Statutory Reduction	(\$250)	8.33%	Variance is associated with change in Operating Revenue
Balance Forward	\$0	0.00%	
Transfers - General Revenue	(\$2,250)	(0.52%)	Due primarily to a reduction in Operating Expenses
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

**ASSET MANAGEMENT: BUDGET VARIANCES**

<b>EXPENDITURES</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>EXPLANATION</b>
Compensation and Benefits	\$2,179	0.54%	Attributable to 1.5% Cost of Living Increase offset by a 4% decrease in Employer's Health Insurance premium
Operating Expenses	(\$4,679)	(14.18%)	Decrease in rentals and leases
Capital Outlay	\$5,000	10.00%	Based on increase in Administrative Fee collected
Grants and Aid	\$0	0.00%	
CIP	\$0	0.00%	
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

**ASSET MANAGEMENT  
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2014-2015	ESTIMATED FY 2015-2016	PROJECTED FY 2016-2017
Deliver Excellent Customer Service	Customers Satisfied	100%	98%	98%
Effective & Efficient Operations	Capital Assets Tracked	100%	100%	100%
Effective Volunteer Program	Volunteer Hours Worked	960	1,200	1,200
Enhance the Employee Innovation Program	Training hours attended	40	150	175
Enhance the Employee Innovation Program	Employee evaluations completed on-time	100%	100%	100%
Meet Financial & Budget Requirements	Ratio of Surplus Sale Revenue to Annual Program Cost	155%	144%	150%

**FLEET SERVICES: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	<b>Actual FY2014-2015</b>	<b>Final Budget FY2015-2016</b>	<b>Adopted Budget FY2016-2017</b>	<b>Difference</b>	<b>% (Inc)/Dec</b>
<b>REVENUES:</b>					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$3,436,297	\$5,088,621	\$3,867,331	(\$1,221,290)	(24.00%)
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$1,287	\$2,641	\$1,796	(\$845)	(32.00%)
Statutory Reduction	\$0	(\$254,431)	(\$193,456)	\$60,975	(23.97%)
<i>Operating Revenues</i>	\$3,437,584	\$4,836,831	\$3,675,671	(\$1,161,160)	(24.01%)
Balance Forward	\$166,073	\$347,903	\$370,600	\$22,697	6.52%
Transfers - General Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$166,073	\$347,903	\$370,600	\$22,697	6.52%
<b>TOTAL REVENUES</b>	\$3,603,657	\$5,184,734	\$4,046,271	(\$1,138,463)	(21.96%)
<b>EXPENDITURES</b>					
Compensation and Benefits	\$674,484	\$663,663	\$662,107	(\$1,556)	(0.23%)
Operating Expenses	\$2,572,567	\$4,173,168	\$2,977,564	(\$1,195,604)	(28.65%)
Capital Outlay	\$1,617	\$0	\$56,600	\$56,600	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$3,248,667	\$4,836,831	\$3,696,271	(\$1,140,560)	(23.58%)
CIP	\$7,087	\$347,903	\$350,000	\$2,097	0.60%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$7,087	\$347,903	\$350,000	\$2,097	0.60%
<b>TOTAL EXPENDITURES</b>	\$3,255,754	\$5,184,734	\$4,046,271	(\$1,138,463)	(21.96%)
<b>PERSONNEL:</b>					
Full-time positions	10.00	9.00	9.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	10.00	9.00	9.00	0.00	0.00%
Temporary FTE	0.25	0.25	0.25	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

**FLEET SERVICES: BUDGET VARIANCES**

<b>REVENUES</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>EXPLANATION</b>
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	(\$1,221,290)	(24.00%)	Reduction in fuel prices and small reduction in consumption
Fines and Forfeits	\$0	0.00%	
Miscellaneous	(\$845)	(32.00%)	Slight decrease in anticipated Surplus Sales revenue
Statutory Reduction	\$60,975	(23.97%)	Variance is associated with change in Operating Revenue
Balance Forward	\$22,697	6.52%	Increase due to funding being carried forward for the Flake Road fuel site project
Transfers - General Revenue	\$0	0.00%	
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

### FLEET SERVICES: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	(\$1,556)	(0.23%)	Due to savings associated with long-term employees retiring and positions being hired at lower rates
Operating Expenses	(\$1,195,604)	(28.65%)	Result of reduction in purchase price of fuel
Capital Outlay	\$56,600	0.00%	Budgeting for needed capital equipment, including lift and alignment machine to perform alignments in-house
Grants and Aid	\$0	0.00%	
CIP	\$2,097	0.60%	Additional cost for Flake Road fuel site
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

**FLEET SERVICES  
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2014-2015	ESTIMATED FY 2015-2016	PROJECTED FY 2016-2017
Safeguard Life, Safety and Property; Maintaining Levels of Service	Hold monthly safety training	12	12	12
Plan & Maintain Infrastructure and Improve the Transportation Network	Number of vehicle pool locations	1	2	2
	Number of pooled vehicles available	1	4	6
Deliver Excellent Customer Service	Customers Satisfied	95%	95%	95%
Improve Effectiveness	Number of automatically scheduled PM services	4	404	800
Effective & Efficient Operations	Average Days to Complete Vehicle Repair & Maintenance	2.12	1.91	1.85
Community/Government/Non-Profit Partnerships	Hurricane cooperative planning meetings w/ County cities	1	6	6
Effective Volunteer Program	Volunteer hours	0	100	100
Prioritize Services	Vehicle Work Orders Opened and Completed	98%	95%	96%
Enhance the Employee Innovation Program	Training Hours Attended	278	310	315
Meet Financial & Budget Requirements	Average cost to maintain a pick-up truck per year	\$851	\$835	\$850



**PURCHASING SERVICES: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	<b>Actual FY2014-2015</b>	<b>Final Budget FY2015-2016</b>	<b>Adopted Budget FY2016-2017</b>	<b>Difference</b>	<b>% (Inc)/Dec</b>
<b>REVENUES:</b>					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$398	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$398	\$0	\$0	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$386,567	\$413,151	\$420,169	\$7,018	1.70%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$386,567	\$413,151	\$420,169	\$7,018	1.70%
<b>TOTAL REVENUES</b>	\$386,965	\$413,151	\$420,169	\$7,018	1.70%
<b>EXPENDITURES</b>					
Compensation and Benefits	\$374,592	\$396,459	\$402,526	\$6,067	1.53%
Operating Expenses	\$13,239	\$16,692	\$17,643	\$951	5.70%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$387,831	\$413,151	\$420,169	\$7,018	1.70%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	\$387,831	\$413,151	\$420,169	\$7,018	1.70%
<b>PERSONNEL:</b>					
Full-time positions	9.00	9.00	9.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	9.00	9.00	9.00	0.00	0.00%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

**PURCHASING SERVICES: BUDGET VARIANCES**

<b>REVENUES</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>EXPLANATION</b>
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	\$0	0.00%	
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward	\$0	0.00%	
Transfers - General Revenue	\$7,018	1.70%	Increase in Compensation and Benefits, \$6,067; Operating Expense increase of \$951
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

**PURCHASING SERVICES: BUDGET VARIANCES**

<b>EXPENDITURES</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>EXPLANATION</b>
Compensation and Benefits	\$6,067	1.53%	Increase due to reclassifications of existing positions
Operating Expenses	\$951	5.70%	Primarily due to increase in travel, which is offset by a decrease in office supplies and memberships
Capital Outlay	\$0	0.00%	
Grants and Aid	\$0	0.00%	
CIP	\$0	0.00%	
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

**PURCHASING SERVICES  
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2014-2015	ESTIMATED FY 2015-2016	PROJECTED FY 2016-2017
Deliver Excellent Customer Service	Customers Satisfied	100%	98%	98%
Effective & Efficient Operations	Formal Solicitations Open within Target Days	97%	95%	96%
Community/Government/Non-Profit Partnerships	No-Cost Purchasing Events	8	9	8
Enhance the Employee Innovation Program	Employee evaluations completed on-time	100%	100%	100%
Enhance the Employee Innovation Program	Number of training hours attended	388	300	300
Meet Financial & Budget Requirements	Cost Avoidance from Competitive Procurement	3,600%	3,600%	3,600%

**FACILITIES MANAGEMENT: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	<b>Actual FY2014-2015</b>	<b>Final Budget FY2015-2016</b>	<b>Adopted Budget FY2016-2017</b>	<b>Difference</b>	<b>% (Inc)/Dec</b>
<b>REVENUES:</b>					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$123,795	\$0	(\$123,795)	(100.00%)
Charges for Services	\$402,749	\$473,981	\$400,000	(\$73,981)	(15.61%)
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$1,756,397	\$883,315	\$875,918	(\$7,397)	(0.84%)
Statutory Reduction	\$0	(\$74,055)	(\$63,796)	\$10,259	(13.85%)
<i>Operating Revenues</i>	\$2,159,146	\$1,407,036	\$1,212,122	(\$194,914)	(13.85%)
Balance Forward	\$14,823,660	\$1,860,472	\$1,075,000	(\$785,472)	(42.22%)
Transfers - General Revenue	\$7,398,566	\$8,091,109	\$8,179,889	\$88,780	1.10%
Transfers - Other	\$214,788	\$128,779	\$128,334	(\$445)	(0.35%)
Other Finance Source	\$0	\$850,000	\$0	(\$850,000)	(100.00%)
<i>Non-Operating Revenues</i>	\$22,437,014	\$10,930,360	\$9,383,223	(\$1,547,137)	(14.15%)
<b>TOTAL REVENUES</b>	\$24,596,161	\$12,337,396	\$10,595,345	(\$1,742,051)	(14.12%)
<b>EXPENDITURES</b>					
Compensation and Benefits	\$2,898,288	\$3,097,080	\$3,129,668	\$32,588	1.05%
Operating Expenses	\$5,000,064	\$4,942,417	\$4,554,745	(\$387,672)	(7.84%)
Capital Outlay	\$293,893	\$183,800	\$68,400	(\$115,400)	(62.79%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$8,192,245	\$8,223,297	\$7,752,813	(\$470,484)	(5.72%)
CIP	\$14,324,884	\$3,528,269	\$1,965,000	(\$1,563,269)	(44.31%)
Debt Service	\$0	\$0	\$289,500	\$289,500	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$220,052	\$585,830	\$588,032	\$2,202	0.38%
<i>Non-Operating Expenditures</i>	\$14,544,936	\$4,114,099	\$2,842,532	(\$1,271,567)	(30.91%)
<b>TOTAL EXPENDITURES</b>	\$22,737,181	\$12,337,396	\$10,595,345	(\$1,742,051)	(14.12%)
<b>PERSONNEL:</b>					
Full-time positions	50.00	50.00	50.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	50.00	50.00	50.00	0.00	0.00%
Temporary FTE	0.25	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

**FACILITIES MANAGEMENT: BUDGET VARIANCES**

<b>REVENUES</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>EXPLANATION</b>
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	(\$123,795)	(100.00%)	Decrease due to reimbursement from FEMA received in previous fiscal year for damages from Hurricane Jeanne
Charges for Services	(\$73,981)	(15.61%)	Decrease due to external billing reimbursement from previous fiscal year for expenses occurred from work for the County Service Complex
Fines and Forfeits	\$0	0.00%	
Miscellaneous	(\$7,397)	(0.84%)	Decrease due to nonrecurring insurance reimbursement from previous fiscal year
Statutory Reduction	\$10,259	(13.85%)	Variance is associated with change in Operating Revenue
Balance Forward	(\$785,472)	(42.22%)	Completion of large projects in the prior fiscal year
Transfers - General Revenue	\$88,780	1.10%	Increase to pay year one of Risk Management loan for the Supervisor of Elections warehouse, \$289,500, which is offset by a decrease in lease expenses (\$131,484) as well as a decrease to a one time transfer for correctional impact fee projects at the jail (\$82,797)
Transfers - Other	(\$445)	(0.35%)	Slight reduction in Switchboard Operators' salary transfer from IT
Other Finance Source	(\$850,000)	(100.00%)	Due to nonrecurring loan from Risk Management for Elections Support Facility

## FACILITIES MANAGEMENT: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$32,588	1.05%	Increase is due to decrease in budget for previous fiscal year to fund repair and maintenance costs in addition to a 1.5% Cost of Living Increase offset by a 4% decrease in Employer's Health Insurance premium
Operating Expenses	(\$387,672)	(7.84%)	Increase in HVAC contract and property insurance premiums offset by a decrease in contracted services and a 7 month decrease in lease expenses associated with the Melbourne Health Department
Capital Outlay	(\$115,400)	(62.79%)	Less capital equipment being replaced in FY 17
Grants and Aid	\$0	0.00%	
CIP	(\$1,563,269)	(44.31%)	Large projects were completed in prior year (Energy Performance Projects and Prison Site Demolition)
Debt Service	\$289,500	0.00%	Debt payment for Supervisor of Elections building refurbishment
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$0	0.00%	
Transfers	\$2,202	0.38%	Increase in transfer for Energy Performance debt payment

**FACILITIES MANAGEMENT  
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2014-2015	ESTIMATED FY 2015-2016	PROJECTED FY 2016-2017
Plan & Maintain Infrastructure and Improve the Transportation Network	Planned & Preventive Work Orders	807	810	810
Plan & Maintain Infrastructure and Improve the Transportation Network	Unplanned & Emergency Work Orders	1,457	1,385	1,316
Plan & Maintain Infrastructure and Improve the Transportation Network	Building Assessments Performed	10	15	20
Plan & Maintain Infrastructure and Improve the Transportation Network	CIP Projects Complete	19	20	20
Deliver Excellent Customer Service	Customers Satisfied	89%	95%	95%
Effective & Efficient Operations	Avg KWHs Consumed/SF	19.31	18.34	17.42
Enhance the Employee Innovation Program	Training hours attended	247	300	300
Enhance the Employee Innovation Program	Employee evaluations completed on-time	100%	100%	100%
Meet Financial & Budget Requirements	Average Cost per Square Feet	\$5.41	\$5.30	\$5.20



**CENTRAL SERVICES OFFICE  
TRAVEL A & B SUMMARY**

<b>DESCRIPTION</b>	<b>POSITION</b>	<b>DESTINATION</b>	<b>FUNDING SOURCE</b>	<b>TOTAL COST</b>
<b>PROGRAM NAME: FLEET SERVICES</b>				
Florida Association of Government Fleet Administrators Convention (FLAGFA)	Fleet Manager and Lead Mechanic	TBD	Fees for Services	\$800
<b>TOTAL FOR PROGRAM:</b>				<b>\$800</b>
<b>PROGRAM NAME: PURCHASING SERVICES</b>				
FAPPO Annual Conference and Trade Show	Purchasing Staff (4)	Orlando, FL	General Fund	\$3,000
Universal Public Procurement Certification	Procurement Analyst - Sherry Collett	Orlando, FL	General Fund	\$175
State of Florida Certified Contract Manager/Negotiator Training	Purchasing Manager, Purchasing Supervisor	Tallahassee, FL	General Fund	\$400
CNFIGP Seminars for Certification	Procurement Staff	Orlando, FL	General Fund	\$500
<b>TOTAL FOR PROGRAM:</b>				<b>\$4,075</b>
<b>PROGRAM NAME: FACILITIES MANAGEMENT</b>				
AutoCAD 2016 Update 1-Day Class for 3; AutoCAD Advanced 3-Day Class for 3	Bldg Assessment Coord, SPC II, Const. Coord.	Orlando, FL	General Fund	\$10,406
<b>TOTAL FOR PROGRAM:</b>				<b>\$10,406</b>

**CENTRAL SERVICES DEPARTMENT  
CAPITAL OUTLAY SUMMARY<sup>1</sup>**

DESCRIPTION	QUANTITY	UNIT COST	FUNDING SOURCE	TOTAL COST
<b>ASSET MANAGEMENT</b>				
Chevy 3/4 Ton Van CG33405 9200#	1	\$27,000	User Fees	\$27,000
Pallet Jacks and Rack Storage	1	\$28,000	User Fees	\$28,000
<b>TOTAL FUNDED FOR PROGRAM:</b>				<b>\$55,000</b>
<b>FLEET SERVICES</b>				
Vehicle Scanning Equipment	1	\$4,600	Fees for Services	\$4,600
Portable Welder on Trailer	1	\$9,500	Fees for Services	\$9,500
Fuel Polishing Trailer	1	\$6,500	Fees for Services	\$6,500
18,000 Pound Drive-on Lift	1	\$11,000	Fees for Services	\$11,000
Air Conditioning Repair Machine	1	\$9,000	Fees for Services	\$9,000
Freon Testing Machine	1	\$2,000	Fees for Services	\$2,000
4-Wheel Alignment Machine	1	\$14,000	Fees for Services	\$14,000
<b>TOTAL FUNDED FOR PROGRAM:</b>				<b>\$56,600</b>
<b>FACILITIES MANAGEMENT</b>				
Fargo Card Printer	1	\$12,000	General Fund	\$12,000
Tig Welder (Central)	1	\$1,500	General Fund	\$1,500
Mig Welder (Central)	1	\$1,300	General Fund	\$1,300
Drain Line Camera (Central)	1	\$12,000	General Fund	\$12,000
Ice Machine (Viera Meetings)	1	\$3,000	General Fund	\$3,000
Laptop (CAD)	1	\$3,000	General Fund	\$3,000
Desktop computer	3	\$4,500	General Fund	\$4,500
Steam Table	1	\$7,500	General Fund	\$7,500
Air Flow Hood	1	\$3,600	General Fund	\$3,600
Dryers	2	\$10,000	General Fund	\$20,000
<b>TOTAL FUNDED FOR PROGRAM:</b>				<b>\$68,400</b>
<b>TOTAL FUNDED FOR DEPARTMENT:</b>				<b>\$180,000</b>

1) Equipment with a value in excess of \$1,000 (computers \$750). Approved items may be purchased using existing Public Sector Purchasing Cooperative contracts awarded through full and open competition when in the best interest of the County.

**CENTRAL SERVICES DEPARTMENT  
CAPITAL IMPROVEMENTS PROGRAM**

DESCRIPTION	FUNDING SOURCE	TOTAL COST
<b>FACILITIES MANAGEMENT:</b>		
Replace HVAC Chillers CSC Titusville	General Fund/Balance Forward	\$480,000
Replace Electronic Cell Doors Detention Center	General Fund/Balance Forward	\$140,000
Renovation John Rodes Blvd Warehouse for SOE	Bond/Balance Forward	\$705,000
Women's Annex Structural Renovations Detention Center	General Fund	\$200,000
Replace Existing Fire Alarm System BCGC North	General Fund	\$200,000
Replace HVAC Chiller Detention Center	General Fund	\$240,000
<b>TOTAL FUNDED FOR PROGRAM:</b>		<b>\$1,965,000</b>
<b>FLEET SERVICES:</b>		
Fuel System Tank Replacements, Flake Road	Charges for Services/Balance Forward	\$350,000
<b>TOTAL FUNDED FOR PROGRAM:</b>		<b>\$350,000</b>
<b>TOTAL FUNDED FOR DEPARTMENT:</b>		<b>\$2,315,000</b>
<b>FACILITIES MANAGEMENT:</b>		
Warehouse Renovations Wenner Way Asset Management	Unfunded	\$200,000
Demolition of old Asset Management Warehouse at 700 S. Park Ave.	Unfunded	\$30,000
Architectural Modifications	Unfunded	\$5,395,000
Roof Modifications	Unfunded	\$1,120,000
Fire Suppression	Unfunded	\$60,000
HVAC Modifications	Unfunded	\$1,415,000
Electrical Modifications	Unfunded	\$2,415,000
Plumbing Modifications	Unfunded	\$951,000
Pavement and Grounds	Unfunded	\$4,679,000
<b>TOTAL UNFUNDED FOR PROGRAM:</b>		<b>\$16,265,000</b>
<b>TOTAL UNFUNDED FOR DEPARTMENT:</b>		<b>\$16,265,000</b>

