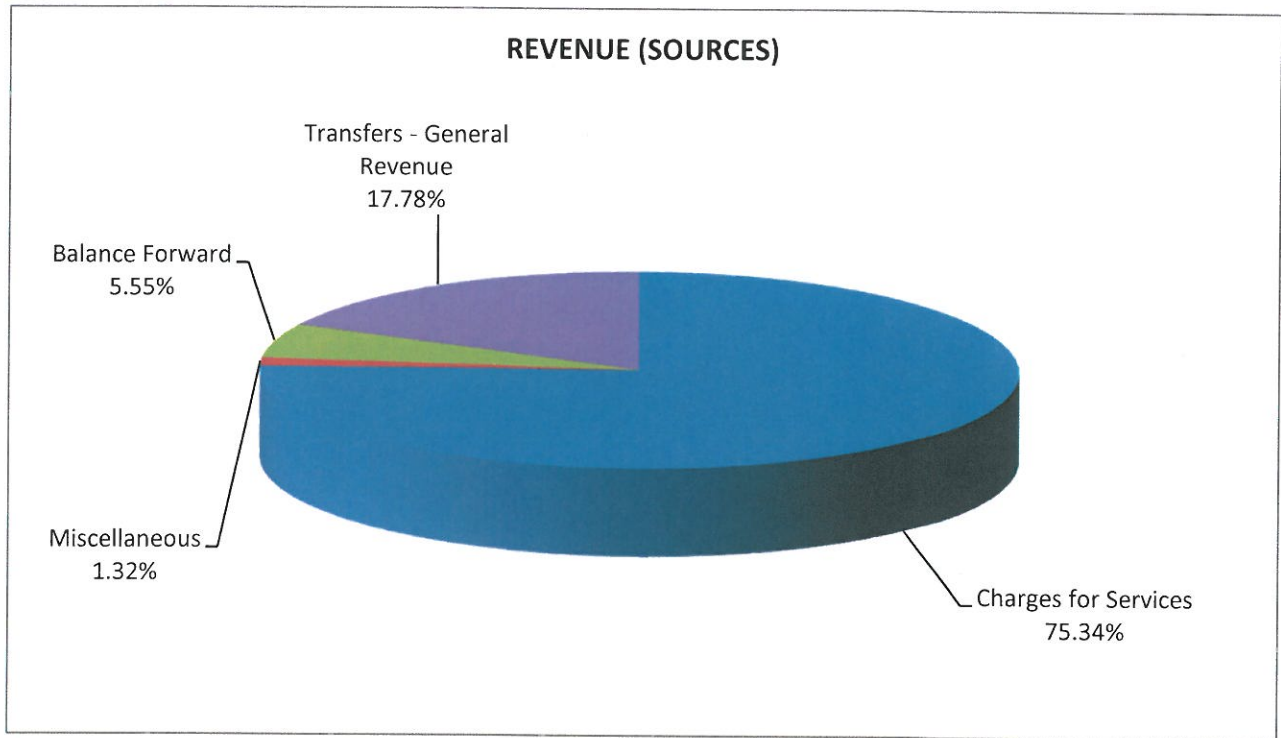
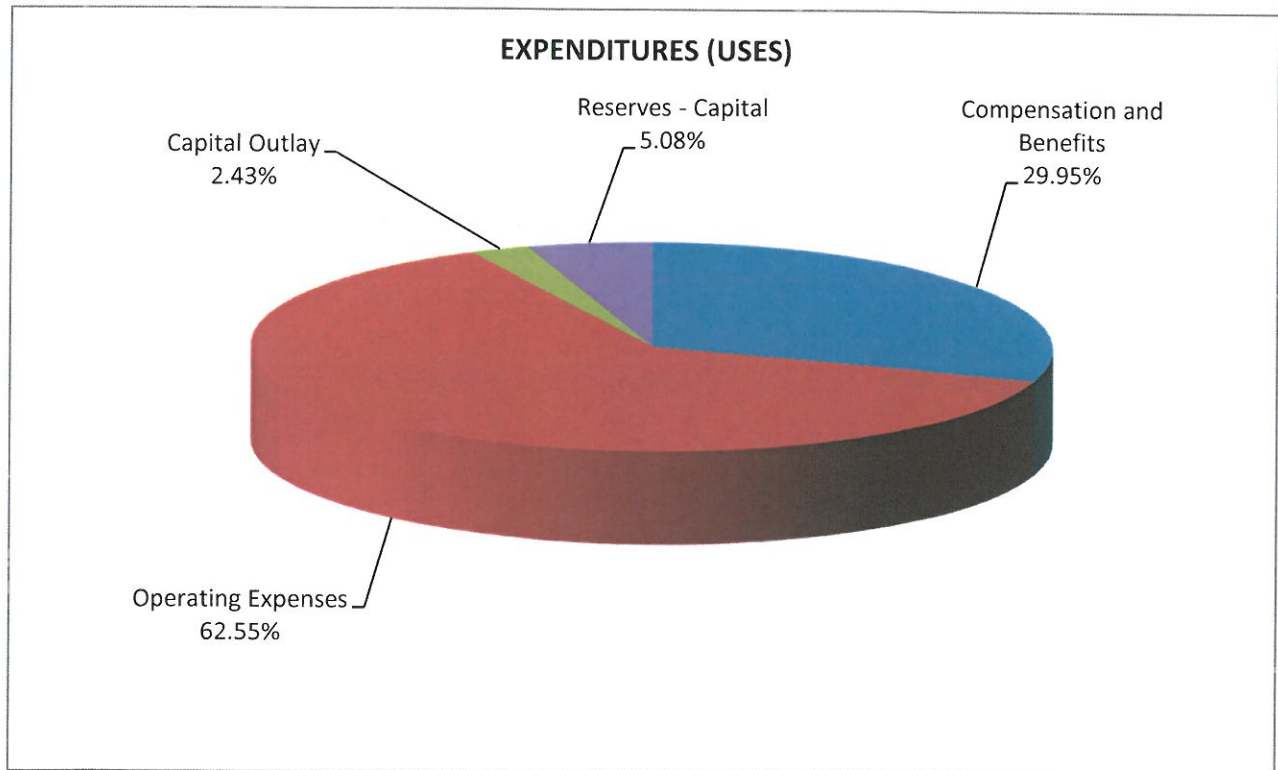


CENTRAL SERVICES DEPARTMENT



ADOPTED BUDGET FY2017-2018 \$4,790,705



CENTRAL SERVICES DEPARTMENT SUMMARY

MISSION STATEMENT:

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:

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 Transit Services's bus lift and Solid Waste's scale system, 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 and organize surplus to reach a target auction audience
- Increase in recycling efforts by coordinating with departments resulting in an increase in surplus recycling revenue.
- Replaced one 17-year-old cargo van with revenue derived from the surplus sale administrative fee
- Streamlining inventories in order to increase efficiencies in the areas of time management and vehicle operating expenses

Initiatives:

- Continue work developing efficiencies to manage the County's increasing volume of inventory and surplus equipment, Asset Management is working on grouping like items in surplus sales to reach specific target customers
- Encourage growth and development of staff through training and professional development courses

Trends and Issues:

On line auction services has allowed Asset Management the ability to sale large, cumbersome and extremely heavy assets at the department's location site allowing for a man hour savings value.

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 eliminate 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 has reduced waiting time of repair parts; increasing vehicle availability and technician productivity. The goal in FY 2016/2017 has been to increase technician productivity by reducing paperwork handling, reducing parts waiting time, and improving technician proficiency through training. Replacement of the remaining Flake Road 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.

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 bundling purchases to ensure larger volume discounts
- Streamlined the Invitation to Bid/Request for Proposal Process for County Departments through standardized templates
- Launched new bidding opportunities page on County website for potential bidders to download solicitations in electronic format
- Updated online Vendor Registration on County website

Initiatives:

- Expand electronic bidding capabilities to include receiving vendor's bids and approvals online
- Develop online 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.

Staff turnover due to extensive workload assignments associated with staff levels and insufficient salaries in comparison to other public procurement agencies within and outside the County. Brevard's cities pay on average 15% more than Brevard County; neighboring counties pay on average 24% more than Brevard County.

Service Level Impacts:

N/A

CENTRAL SERVICES DEPARTMENT: SUMMARY

DEPARTMENT REVENUES AND EXPENDITURES

	Actual FY2015-2016	Final Budget FY2016-2017	Adopted Budget FY2017-2018	Difference	% (Inc)/Dec
REVENUES:					
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	\$2,807,768	\$3,867,331	\$3,799,171	(\$68,160)	(1.76%)
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$69,667	\$66,796	\$66,796	\$0	0.00%
Statutory Reduction	\$0	(\$196,706)	(\$193,299)	\$3,407	(1.73%)
<i>Operating Revenues</i>	\$2,877,434	\$3,737,421	\$3,672,668	(\$64,753)	(1.73%)
Balance Forward	\$347,903	\$246,085	\$266,085	\$20,000	8.13%
Transfers - General Revenue	\$843,043	\$847,811	\$851,952	\$4,141	0.49%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$1,190,946	\$1,093,896	\$1,118,037	\$24,141	2.21%
TOTAL REVENUES	\$4,068,380	\$4,831,317	\$4,790,705	(\$40,612)	(0.84%)
EXPENDITURES:					
Compensation and Benefits	\$1,366,327	\$1,470,700	\$1,434,612	(\$36,088)	(2.45%)
Operating Expenses	\$2,105,892	\$3,052,353	\$2,996,474	(\$55,879)	(1.83%)
Capital Outlay	\$58,697	\$82,779	\$116,219	\$33,440	40.40%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$3,530,916	\$4,605,832	\$4,547,305	(\$58,527)	(1.27%)
CIP	\$233,792	\$225,485	\$0	(\$225,485)	(100.00%)
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$243,400	\$243,400	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$233,792	\$225,485	\$243,400	\$17,915	7.95%
TOTAL EXPENDITURES	\$3,764,708	\$4,831,317	\$4,790,705	(\$40,612)	(0.84%)
PERSONNEL:					
Full-time positions	25.00	25.00	26.00	1.00	4.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	25.00	25.00	26.00	1.00	4.00%
Temporary FTE	0.50	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

ASSET MANAGEMENT: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2015-2016	Final Budget FY2016-2017	Adopted Budget FY2017-2018	Difference	% (Inc)/Dec
REVENUES:					
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	\$65,213	\$65,000	\$65,000	\$0	0.00%
Statutory Reduction	\$0	(\$3,250)	(\$3,250)	\$0	0.00%
<i>Operating Revenues</i>	\$65,213	\$61,750	\$61,750	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$429,892	\$427,642	\$428,399	\$757	0.18%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$429,892	\$427,642	\$428,399	\$757	0.18%
TOTAL REVENUES	\$495,105	\$489,392	\$490,149	\$757	0.15%
EXPENDITURES					
Compensation and Benefits	\$390,101	\$406,067	\$417,901	\$11,834	2.91%
Operating Expenses	\$28,083	\$57,146	\$27,729	(\$29,417)	(51.48%)
Capital Outlay	\$48,438	\$26,179	\$44,519	\$18,340	70.06%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$466,623	\$489,392	\$490,149	\$757	0.15%
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%
Non-Operating Expenditures	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$466,623	\$489,392	\$490,149	\$757	0.15%
PERSONNEL:					
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	0.00	0.00	0.00	0.00%
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	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward	\$0	0.00%	
Transfers - General Revenue	\$757	0.18%	General Fund transfer increase due to an increase in Compensation and Benefits, offset by a decrease in Operating Expenses
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

ASSET MANAGEMENT: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$11,834	2.91%	Increase due to reclassification of 3 Property Control Agents, also attributable to Cost of Living Adjustment and FRS Rate increases, offset by an 8% decrease in Employer's Health Insurance Premium
Operating Expenses	(\$29,417)	(51.48%)	Decrease due to increased Operating Expenses budget in FY 17 to fund renovations at Wenner Way
Capital Outlay	\$18,340	70.06%	Increase is due to deferring purchase of pallet jacks and rack storage in FY 17
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 2015-2016	ESTIMATED FY 2016-2017	PROJECTED FY 2017-2018
Deliver Excellent Customer Service	Customers Satisfied	100%	100%	98%
Effective & Efficient Operations	Capital Assets Tracked	100%	100%	100%
Effective Volunteer Program	Volunteer Hours Worked	1,050	980	980
Enhance the Employee Innovation Program	Training hours attended	122	85	100
	% of employee evaluations completed on-time	100%	100%	100%
Meet Financial & Budget Requirements	Revenue generated from surplus sales and placed back into County coffers	652,130	655,000	660,000

FLEET SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2015-2016	Final Budget FY2016-2017	Adopted Budget FY2017-2018	Difference	% (Inc)/Dec
REVENUES:					
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	\$2,807,492	\$3,867,331	\$3,799,171	(\$68,160)	(1.76%)
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$4,451	\$1,796	\$1,796	\$0	0.00%
Statutory Reduction	\$0	(\$193,456)	(\$190,049)	\$3,407	(1.76%)
<i>Operating Revenues</i>	\$2,811,943	\$3,675,671	\$3,610,918	(\$64,753)	(1.76%)
Balance Forward	\$347,903	\$246,085	\$266,085	\$20,000	8.13%
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>	\$347,903	\$246,085	\$266,085	\$20,000	8.13%
TOTAL REVENUES	\$3,159,846	\$3,921,756	\$3,877,003	(\$44,753)	(1.14%)
EXPENDITURES					
Compensation and Benefits	\$609,138	\$662,107	\$610,913	(\$51,194)	(7.73%)
Operating Expenses	\$2,060,572	\$2,977,564	\$2,950,990	(\$26,574)	(0.89%)
Capital Outlay	\$10,259	\$56,600	\$71,700	\$15,100	26.68%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$2,679,970	\$3,696,271	\$3,633,603	(\$62,668)	(1.70%)
CIP	\$233,792	\$225,485	\$0	(\$225,485)	(100.00%)
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$243,400	\$243,400	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$233,792	\$225,485	\$243,400	\$17,915	7.95%
TOTAL EXPENDITURES	\$2,913,761	\$3,921,756	\$3,877,003	(\$44,753)	(1.14%)
PERSONNEL:					
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	0.25	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

FLEET SERVICES: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	(\$68,160)	(1.76%)	Actuals in recent years indicate a downward projection of parts revenue
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$0	0.00%	
Statutory Reduction	\$3,407	(1.76%)	Variance in associated with change in Operating Revenue
Balance Forward	\$20,000	8.13%	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	(\$51,194)	(7.73%)	Decrease due to elimination of temporary position, offset by an increase attributable to Cost of Living Adjustments and FRS rate increases, offset by an 8% decrease in Employer's Health Insurance Premium
Operating Expenses	(\$26,574)	(0.89%)	Decrease in resale items due to less outside repairs
Capital Outlay	\$15,100	26.68%	Based on estimated capital outlay, an increase from last year
Grants and Aid	\$0	0.00%	
CIP	(\$225,485)	(100.00%)	The Flake Road Fuel Site project moved to Capital Reserves due to lack of funding, \$400K needed for this project
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$243,400	N/A	The Flake Road Fuel Site project moved from Capital Reserves due to lack of funding, \$400K needed for this project
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

**FLEET SERVICES
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2015-2016	ESTIMATED FY 2016-2017	PROJECTED FY 2017-2018
Safeguard Life, Safety and Property; Maintaining Levels of Service	Hold monthly safety training	12	8	12
Plan & Maintain Infrastructure and Improve the Transportation Network	Number of vehicle pool locations/ Number of pooled vehicles available	1/1	7/6	2/8
Protect & Conserve our Natural Resources	Responded to possible fuel releases.	3/2	3/0	3/0
Deliver Excellent Customer Service	Customers Satisfied	95%	95%	95%
Improve Effectiveness	Number of automatically scheduled PM services	60	418	600
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	2	2
Effective Volunteer Program	Number of volunteers/ Volunteer hours	0/0	0/0	0/0
Prioritize Services	Vehicle Work Orders Opened and Completed	98%	96%	96%
Enhance the Employee Innovation Program	Training Hours Attended	407	310	310
Meet Financial & Budget Requirements	Average cost to maintain a pick-up truck per year.	\$727.42	\$750	\$780

PURCHASING SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2015-2016	Final Budget FY2016-2017	Adopted Budget FY2017-2018	Difference	% (Inc)/Dec
REVENUES:					
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	\$276	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$2	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$278	\$0	\$0	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$413,151	\$420,169	\$423,553	\$3,384	0.81%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$413,151	\$420,169	\$423,553	\$3,384	0.81%
TOTAL REVENUES	\$413,429	\$420,169	\$423,553	\$3,384	0.81%
EXPENDITURES					
Compensation and Benefits	\$367,087	\$402,526	\$405,798	\$3,272	0.81%
Operating Expenses	\$17,236	\$17,643	\$17,755	\$112	0.63%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$384,324	\$420,169	\$423,553	\$3,384	0.81%
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%
TOTAL EXPENDITURES	\$384,324	\$420,169	\$423,553	\$3,384	0.81%
PERSONNEL:					
Full-time positions	9.00	9.00	10.00	1.00	11.11%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	9.00	9.00	10.00	1.00	11.11%
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

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	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward	\$0	0.00%	
Transfers - General Revenue	\$3,384	0.81%	General Fund Transfer increase attributable to Cost of Living Adjustments and FRS rate increases, offset by an 8% decrease in Employer's Health Insurance Premium
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

PURCHASING SERVICES: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$3,272	0.81%	Increase attributable to Cost of Living Adjustments and FRS rate increases, offset by an 8% decrease in Employer's Health Insurance premium
Operating Expenses	\$112	0.63%	General Liability increase attributable to Cost of Living Adjustments
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 2015-2016	ESTIMATED FY 2016-2017	PROJECTED FY 2017-2018
Deliver Excellent Customer Service	Customers Satisfied	100%	98%	98%
Effective & Efficient Operations	Formal Solicitations Open within Target Days	97%	97%	95%
Community/Government/Non-Profit Partnerships	No-Cost Purchasing Events	8	8	8
Enhance the Employee Innovation Program	Number of training hours attended	293	300	300
Meet Financial & Budget Requirements	Cost Avoidance from Competitive Procurement	3,600%	3,600%	3,600%

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

DESCRIPTION	POSITION	DESTINATION	FUNDING SOURCE	TOTAL COST
PURCHASING SERVICES				
FAPPO Annual Conference and Trade Show	Purchasing Staff (4)	Orlando, FL	General Fund	\$1,400
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
TOTAL FOR PROGRAM:				\$2,300
FLEET SERVICES				
Florida Association of Government Fleet Administrators Convention (FLAGFA)	Fleet Manager and Lead Mechanic	Tampa, FL	Fees for Services	\$600
TOTAL FOR PROGRAM:				\$600
TOTAL FOR DEPARTMENT:				\$2,900

**CENTRAL SERVICES DEPARTMENT
CAPITAL OUTLAY SUMMARY¹**

DESCRIPTION	QUANTITY	UNIT COST	FUNDING SOURCE	TOTAL COST
ASSET MANAGEMENT				
Lift Wheel risers	2	\$1,750	User Fees	\$3,500
Table Lift	1	\$13,719	User Fees	\$13,719
Stacker, pallet	1	\$17,000	User Fees	\$17,000
Pallet Rack Storage for Warehouse	1	\$10,300	User Fees	\$10,300
TOTAL FUNDED FOR PROGRAM:				\$44,519
FLEET SERVICES				
Invigicom monitors	1	\$21,000	Fees for Services	\$21,000
Canopy repair/replacement	1	\$26,000	Fees for Services	\$26,000
Replacement fuel pumps	1	\$18,000	Fees for Services	\$18,000
Overhead dispensing plumbing, reels, and meters	1	\$6,700	Fees for Services	\$6,700
TOTAL FUNDED FOR PROGRAM:				\$71,700
TOTAL FUNDED FOR DEPARTMENT:				\$116,219
ASSET MANAGEMENT				
Forklift with all terrain tires	1	\$35,000	Unfunded	\$35,000
TOTAL UNFUNDED FOR PROGRAM:				\$35,000
TOTAL UNFUNDED FOR DEPARTMENT:				\$35,000

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.