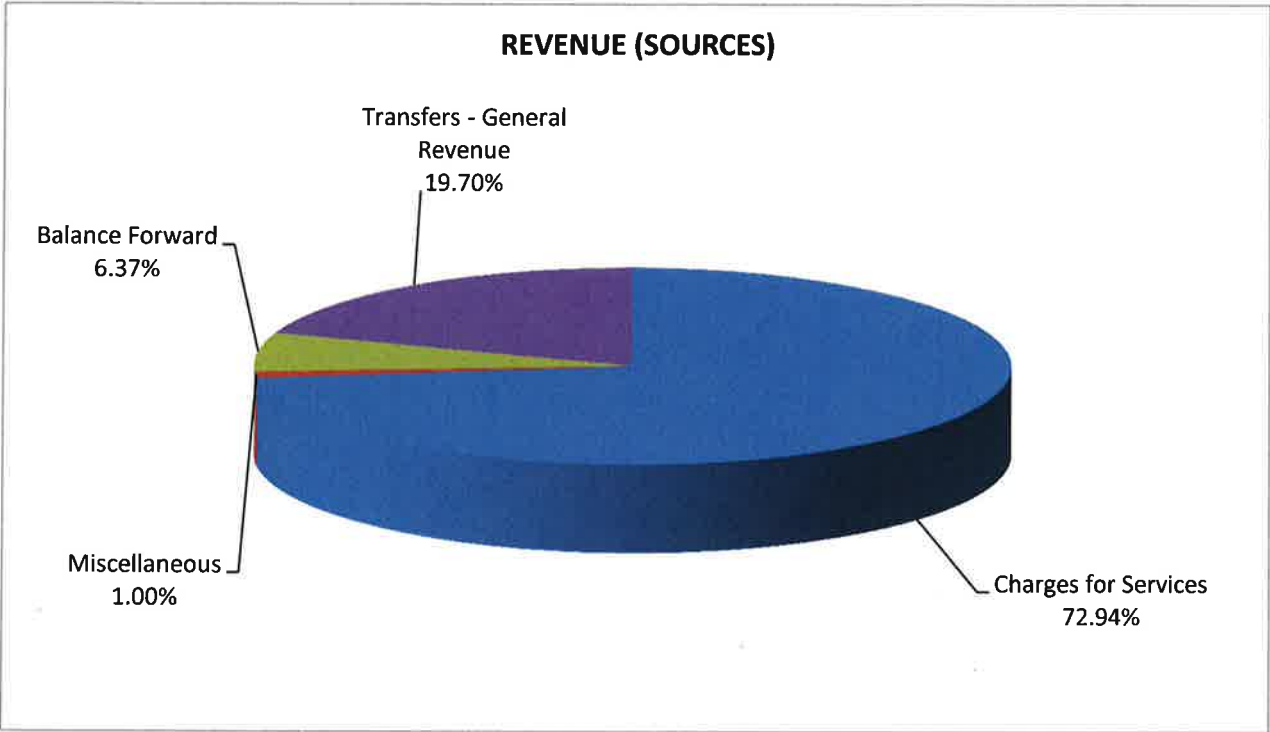
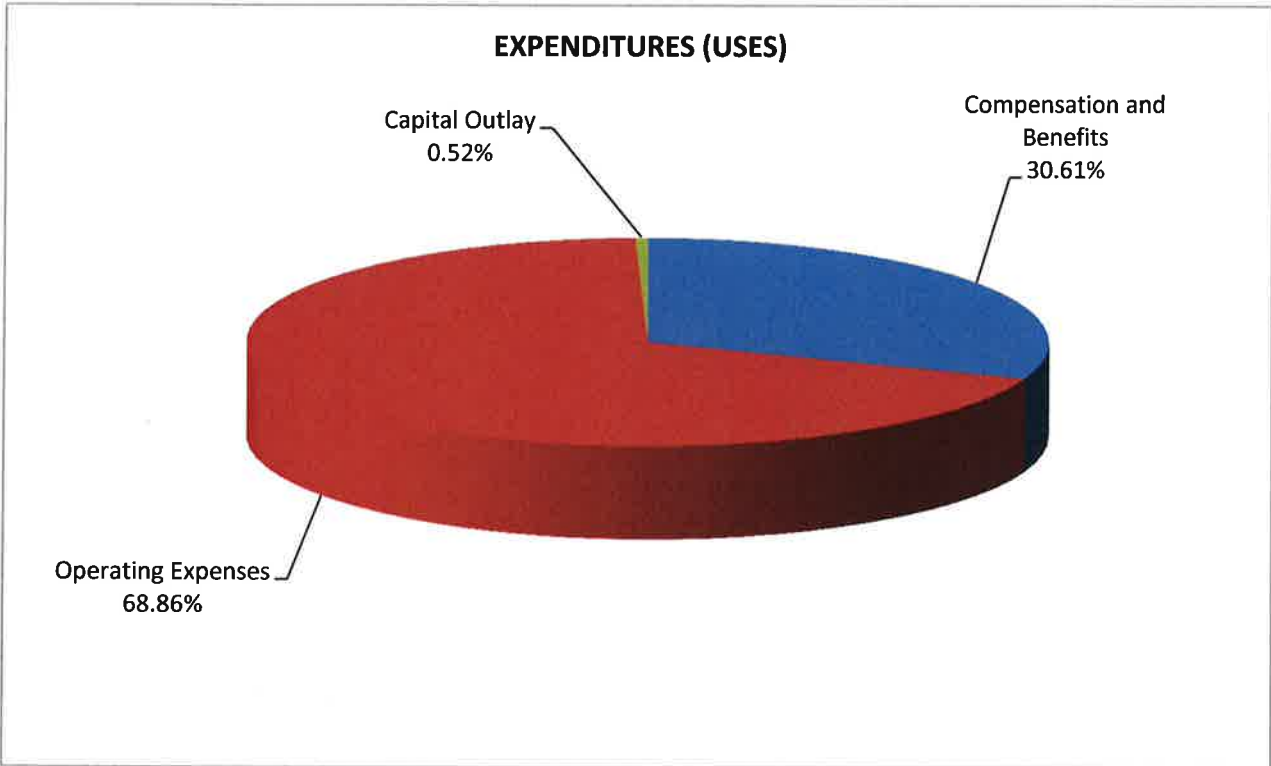


**CENTRAL SERVICES DEPARTMENT**



**ADOPTED BUDGET FY2018-2019  
\$5,387,048**



## 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, 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 Resolution Framing

#### *Accomplishments:*

- Relocated Asset Management to the Wenner Way warehouse. This centralized location offers easier access by all county departments for surplus drop-off and surplus property repurposing.
- Purchase of pallet racking, pallet stacker and Vestil scissor lift increasing efficiency in receiving and storing surplus as well as increasing employee safety and productivity.
- Successful use of on-site surplus 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.
- Continued streamlining of the inventories in order to increase efficiencies in the areas of time management and vehicle operating expenses.

#### *Initiatives:*

- Create a fenced secure storage area outside the new Wenner Way warehouse and purchase of an all-terrain tire forklift, which will allow for the acceptance of larger surplus equipment that cannot be stored in an enclosed building.
- Continue to develop efficient methods to manage the County's increasing volumes of inventory and surplus equipment.
- Recognize March as Asset Management Awareness Month. Develop a plan with the focus on educating County custodians of the importance of managing their assets by highlighting acquisition, tagging, inventory and surplus procedures.
- Encourage growth and development of staff through training and professional development courses.
- Analyze surplus disposal processes to determine where additional efficiencies could be achieved.

## **CENTRAL SERVICES DEPARTMENT SUMMARY**

### *Trends and Issues:*

Asset Management moved into the old Supervisor of Elections warehouse in Cocoa after the required modifications were partially completed to the interior office space. Completion of buildout of Property Control Agent's office area is necessary to provide an environment that is conducive for their job functions. Maintaining accurate physical inventories and financial records of County-owned capital property and projects at the existing staffing level is challenging. The past couple of years have seen an increase in damages to County assets due to strong winds and hurricanes resulting in additional work needed to ensure the assets are disposed of in accordance with statutes and policy.

### *Service Level Impacts:*

Ensuring assets are accounted for and surplus is disposed of per statute and policy is becoming increasingly difficult due to turnover of personnel throughout County departments.

### **FLEET SERVICES**

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

### *Accomplishments:*

- Began active Fuel Maintenance program utilizing the new Fuel Filtration System to test and maintain diesel fuel stored over long period of time in generator tanks.
- Purchase FluidSecure system to track fuel consumption at all fuel sites. Replaces 14 year old Sentry IV system.
- Began performing in-house 4-wheel alignments reducing vehicle maintenance outsourcing expenses.
- Fully automated annual generator maintenance and semi-annual generator inspection Work Order process.
- Installed wireless gas level monitoring system to track gas level in tanks reducing need for county personnel to manually read and report levels to Fleet.

### *Initiatives:*

- Actively notify customers when vehicles are due for scheduled maintenance using mileage collected at fueling.
- Replacement of the last underground fuel site at Flake Road.

### *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. The new customer service area created helps 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. By implementing the FluidSecure system, Fleet Services will be able to easily track and identify fuel consumption of all county vehicles thereby decreasing time spent compiling charges for each department. The wireless gas level monitoring system installation will enhance the ability to pinpoint accurate fuel levels in all tanks. 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.

## **CENTRAL SERVICES DEPARTMENT SUMMARY**

### *Service Level Impacts:*

Receiving the NAPA Autotech training course will enhance our technicians' understanding of vehicle systems, increase first-time repair capability and increase customer satisfaction.

### **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

### *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.
- Implemented enhancements to a centralized database for tracking and managing Board of County Commissioners contracts and provided internal training to all Contract Management Database users.

### *Initiatives:*

- Improve procurement cycle time from the beginning of a sourcing process to the time that a contract is executed
- Expand electronic bidding capabilities to include receiving vendor's bids and approvals online.
- Develop on-line change order request form.
- Host a reverse trade show or workshop for local vendors.
- Encourage growth and development of staff through training and professional development courses.

### *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.

### *Service Level Impacts:*

N/A

**CENTRAL SERVICES DEPARTMENT: SUMMARY**

**DEPARTMENT REVENUES AND EXPENDITURES**

	<b>Actual FY2016-2017</b>	<b>Final Budget FY2017-2018</b>	<b>Adopted Budget FY2018-2019</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	\$3,253,452	\$3,799,171	\$4,136,238	\$337,067	8.87%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$46,457	\$66,796	\$56,500	(\$10,296)	(15.41%)
Statutory Reduction	\$0	(\$193,299)	(\$209,637)	(\$16,338)	8.45%
<i>Operating Revenues</i>	\$3,299,909	\$3,672,668	\$3,983,101	\$310,433	8.45%
Balance Forward	\$246,085	\$349,045	\$342,929	(\$6,116)	(1.75%)
Transfers - General Revenue	\$847,716	\$890,357	\$1,061,018	\$170,661	19.17%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$1,093,801	\$1,239,402	\$1,403,947	\$164,545	13.28%
<b>TOTAL REVENUES</b>	\$4,393,710	\$4,912,070	\$5,387,048	\$474,978	9.67%
<b>EXPENDITURES:</b>					
Compensation and Benefits	\$1,376,099	\$1,472,749	\$1,505,232	\$32,483	2.21%
Operating Expenses	\$2,629,546	\$3,020,027	\$3,386,106	\$366,079	12.12%
Capital Outlay	\$57,362	\$92,934	\$25,710	(\$67,224)	(72.34%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$4,063,006	\$4,585,710	\$4,917,048	\$331,338	7.23%
CIP	\$0	\$0	\$470,000	\$470,000	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$326,360	\$0	(\$326,360)	(100.00%)
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$326,360	\$470,000	\$143,640	44.01%
<b>TOTAL EXPENDITURES</b>	\$4,063,006	\$4,912,070	\$5,387,048	\$474,978	9.67%
<b>PERSONNEL:</b>					
Full-time positions	25.00	26.00	26.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	25.00	26.00	26.00	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%

**ASSET MANAGEMENT: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	<b>Actual FY2016-2017</b>	<b>Final Budget FY2017-2018</b>	<b>Adopted Budget FY2018-2019</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	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$42,673	\$65,000	\$55,000	(\$10,000)	(15.38%)
Statutory Reduction	\$0	(\$3,250)	(\$2,750)	\$500	(15.38%)
<i>Operating Revenues</i>	\$42,673	\$61,750	\$52,250	(\$9,500)	(15.38%)
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$427,642	\$428,399	\$435,805	\$7,406	1.73%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$427,642	\$428,399	\$435,805	\$7,406	1.73%
<b>TOTAL REVENUES</b>	\$470,315	\$490,149	\$488,055	(\$2,094)	(0.43%)
<b>EXPENDITURES</b>					
Compensation and Benefits	\$411,077	\$417,901	\$427,279	\$9,378	2.24%
Operating Expenses	\$51,400	\$52,414	\$59,766	\$7,352	14.03%
Capital Outlay	\$26,179	\$19,834	\$1,010	(\$18,824)	(94.91%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$488,656	\$490,149	\$488,055	(\$2,094)	(0.43%)
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>	\$488,656	\$490,149	\$488,055	(\$2,094)	(0.43%)
<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	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

**ASSET 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	\$0	0.00%	
Charges for Services	\$0	0.00%	
Fines and Forfeits	\$0	0.00%	
Miscellaneous	(\$10,000)	(15.38%)	A result of downward trend for forecasted surplus sale revenue
Statutory Reduction	\$500	(15.38%)	Corresponds with reduced miscellaneous revenue
Balance Forward	\$0	0.00%	
Transfers - General Revenue	\$7,406	1.73%	Attributable to Cost of Living Adjustments and FRS rate increases
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	



### ASSET MANAGEMENT: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$9,378	2.24%	Attributable to Cost of Living Adjustments and FRS rate increases
Operating Expenses	\$7,352	14.03%	Attributable to increased repair and maintenance budget to complete additional renovations associated with moving to Wenner Way
Capital Outlay	(\$18,824)	(94.91%)	Capital purchases completed in FY 17-18
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 2016-2017	ESTIMATED FY 2017-2018	PROJECTED FY 2018-2019
Deliver Excellent Customer Service	Customers Satisfied	100%	98%	99%
Effective & Efficient Operations	Capital Assets Tracked	100%	100%	100%
Effective Volunteer Program	Volunteer Hours Worked	980	980	984
Enhance the Employee Innovation Program	Training hours attended	85	100	85
Enhance the Employee Innovation Program	Employee evaluations completed on-time	100%	100%	100%
Meet Financial & Budget Requirements	Revenue generated from surplus sales and placed back into County coffers	\$440,816	\$660,000	\$655,000

**FLEET SERVICES: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	<b>Actual FY2016-2017</b>	<b>Final Budget FY2017-2018</b>	<b>Adopted Budget FY2018-2019</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	\$3,253,144	\$3,799,171	\$4,136,238	\$337,067	8.87%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$3,750	\$1,796	\$1,500	(\$296)	(16.48%)
Statutory Reduction	\$0	(\$190,049)	(\$206,887)	(\$16,838)	8.86%
<i>Operating Revenues</i>	\$3,256,894	\$3,610,918	\$3,930,851	\$319,933	8.86%
Balance Forward	\$246,085	\$349,045	\$342,929	(\$6,116)	(1.75%)
Transfers - General Revenue	\$0	\$0	\$143,640	\$143,640	0.00%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$246,085	\$349,045	\$486,569	\$137,524	39.40%
<b>TOTAL REVENUES</b>	\$3,502,979	\$3,959,963	\$4,417,420	\$457,457	11.55%
<b>EXPENDITURES</b>					
Compensation and Benefits	\$559,307	\$610,913	\$618,260	\$7,347	1.20%
Operating Expenses	\$2,563,443	\$2,950,990	\$3,304,460	\$353,470	11.98%
Capital Outlay	\$31,183	\$71,700	\$24,700	(\$47,000)	(65.55%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$3,153,933	\$3,633,603	\$3,947,420	\$313,817	8.64%
CIP	\$0	\$0	\$470,000	\$470,000	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$326,360	\$0	(\$326,360)	(100.00%)
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$326,360	\$470,000	\$143,640	44.01%
<b>TOTAL EXPENDITURES</b>	\$3,153,933	\$3,959,963	\$4,417,420	\$457,457	11.55%
<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%

**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	\$337,067	8.87%	Increased fuel surcharge leads higher forecasted charges for services
Fines and Forfeits	\$0	0.00%	
Miscellaneous	(\$296)	(16.48%)	Result of downward trend for sales of surplus equipment
Statutory Reduction	(\$16,838)	8.86%	Corresponds with increased charges for services revenue
Balance Forward	(\$6,116)	(1.75%)	Projected Balance Forward is in accordance with Reserves being carried-forward for the Flake Road fuel site project, which is budgeted to begin construction in FY 19, as well as anticipated savings associated with vacancies during FY 2017-2018
Transfers - General Revenue	\$143,640	0.00%	Attributable to a one-time transfer to assist in the unfunded portion of the Flake Road fuel site project
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

**FLEET SERVICES: BUDGET VARIANCES**

<b>EXPENDITURES</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>	<b>EXPLANATION</b>
Compensation and Benefits	\$7,347	1.20%	Attributable to Cost of Living Adjustments and FRS rate increases
Operating Expenses	\$353,470	11.98%	Increased fuel prices due to rising fuel prices resulting in increased expenditures
Capital Outlay	(\$47,000)	(65.55%)	Due to completed capital purchases in FY 18
Grants and Aid	\$0	0.00%	
CIP	\$470,000	0.00%	Attributable to the construction of the Flake Road fuel site project set to begin in FY 19
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	(\$326,360)	(100.00%)	Attributable to Reserves being allocated to Construction in order to fund the Flake Road fuel site project
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

**FLEET SERVICES  
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY 2016-2017	ESTIMATED FY 2017-2018	PROJECTED FY 2018-2019
Safeguard Life, Safety and Property; Maintaining Levels of Service	Hold monthly safety training	12	12	6
Plan & Maintain Infrastructure and Improve the Transportation Network	Number of vehicle pool locations/Number of pooled vehicles available	2/4	2/8	2/12
Provide Cultural and Recreational Services as Well as Protect & Conserve our Natural Resources	Held morale luncheons/Responded to possible fuel releases.	6/0	6/0	0/2
Deliver Excellent Customer Service	Customers Satisfied	95%	95%	95%
Improve Effectiveness	Number of automatically scheduled PM services	404	800	445
Effective & Efficient Operations	Average Days to Complete Vehicle Repair & Maintenance	1.91	1.85	1.85
Community/Government/Non-Profit Partnerships	Hurricane cooperative planning meetings w/ County cities	6	6	6
Effective Volunteer Program	Number of volunteers/Volunteer hours	2/100	2/100	0/0
Prioritize Services	Vehicle Work Orders Opened and Completed	95%	96%	95%
Enhance the Employee Innovation Program	Training Hours Attended	310	315	200
Meet Financial & Budget Requirements	Average cost to maintain a pick-up truck per year.	\$835	\$850	\$850

**PURCHASING SERVICES: PROGRAM PROFILE**

**PROGRAM REVENUES AND EXPENDITURES**

	<b>Actual FY2016-2017</b>	<b>Final Budget FY2017-2018</b>	<b>Adopted Budget FY2018-2019</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	\$309	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$34	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$343	\$0	\$0	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$420,074	\$461,958	\$481,573	\$19,615	4.25%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$420,074	\$461,958	\$481,573	\$19,615	4.25%
<b>TOTAL REVENUES</b>	\$420,417	\$461,958	\$481,573	\$19,615	4.25%
<b>EXPENDITURES</b>					
Compensation and Benefits	\$405,715	\$443,935	\$459,693	\$15,758	3.55%
Operating Expenses	\$14,702	\$16,623	\$21,880	\$5,257	31.62%
Capital Outlay	\$0	\$1,400	\$0	(\$1,400)	(100.00%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$420,417	\$461,958	\$481,573	\$19,615	4.25%
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>	\$420,417	\$461,958	\$481,573	\$19,615	4.25%
<b>PERSONNEL:</b>					
Full-time positions	9.00	10.00	10.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	9.00	10.00	10.00	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	\$19,615	4.25%	Attributable to Cost of Living Adjustments, FRS rate increases, employee entering DROP and cost distribution realignment of several purchasing positions
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	\$15,758	3.55%	Attributable to Cost of Living Adjustments, FRS rate increases, employee entering DROP and cost distribution realignment of several purchasing positions
Operating Expenses	\$5,257	31.62%	Attributable to increased general liability and training costs offset by decreased travel expenses
Capital Outlay	(\$1,400)	(100.00%)	Attributable to Capital purchases being completed in FY 17-18
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**

<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>ACTUAL FY 2016-2017</b>	<b>ESTIMATED FY 2017-2018</b>	<b>PROJECTED FY 2018-2019</b>
Deliver Excellent Customer Service	Customers Satisfied	98%	98%	100%
Effective & Efficient Operations	Formal Solicitations Open within Target Days	97%	97%	100%
Community/Government/Non-Profit Partnerships	No-Cost Purchasing Events	8	3	6
Enhance the Employee Innovation Program	Number of training hours attended	293	220	250
Meet Financial & Budget Requirements	Cost Avoidance from Competitive Procurement	\$12,086,014	\$12,653,516	\$13,386,190

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

<b>DESCRIPTION</b>	<b>POSITION</b>	<b>DESTINATION</b>	<b>FUNDING SOURCE</b>	<b>TOTAL COST</b>
<b>PURCHASING SERVICES</b>				
FAPPO Annual Conference and Trade Show	Purchasing Staff (3)	Orlando, FL	General Fund	\$1,100
State of Florida Certified Contract	Manager, Purchasing	Tallahassee, FL	General Fund	\$400
CNFIGP Seminars for Certification	Procurement Staff	Orlando, FL	General Fund	\$500
<b>TOTAL FOR PROGRAM:</b>				<b>\$2,000</b>
<b>FLEET SERVICES</b>				
NAPA AutoTech Training	Fleet staff (6)	Melbourne, FL	Fees for Services	\$2,000
<b>TOTAL FOR PROGRAM:</b>				<b>\$2,000</b>
<b>TOTAL FOR DEPARTMENT:</b>				<b>\$4,000</b>

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

DESCRIPTION	QUANTITY	UNIT COST	FUNDING SOURCE	TOTAL COST
<b>ASSET MANAGEMENT</b>				
Rolling ladder	1	\$1,010	User Fees	\$1,010
<b>TOTAL FUNDED FOR PROGRAM:</b>				<b>\$1,010</b>
<b>FLEET SERVICES</b>				
Canopy repair/replacement	1	\$20,700	Fees for Services	\$20,700
Air Compressor	1	\$2,000	Fees for Services	\$2,000
Roller Jack (for alignment lift)	1	\$2,000	Fees for Services	\$2,000
<b>TOTAL FUNDED FOR PROGRAM:</b>				<b>\$24,700</b>
<b>TOTAL FUNDED FOR DEPARTMENT:</b>				<b>\$25,710</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**

<b>DESCRIPTION</b>	<b>FUNDING SOURCE</b>	<b>TOTAL COST</b>
<b>FLEET SERVICES:</b>		
Fuel system tank replacements, Flake Road	Reserves/General Fund	\$490,000
<b>TOTAL FOR DEPARTMENT:</b>		<b>\$490,000</b>

