

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, 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 S A P and Asset Module
- Board Resolution Framing services

Accomplishments:

- Successful completion of Fiscal Year 2018 annual inventory of 26,216 assets in addition to continued streamlining of inventories to increase efficiencies in the areas of time management and vehicle operating expenses
- Full compliance; Comprehensive Annual Financial Report audit review
- Completed safety initiatives; adding warehouse lighting to dimly lit areas, replaced extremely heavy and cumbersome dock rails with safer, easier to manage, folding dock rails in the warehouse; as well as adding back-up cameras for three cargo vans and one box truck
- Completion of Property Control Agent office space build out
- Continued use of online auctioning allowing flexibility to conduct more frequent auctions on an as-needed basis
- Success of on-site surplus sales which allow for savings in the areas of man-hours, fuel, and equipment use as well as utilization of designated outside area for surplus property storage awaiting surplus sale

Initiatives:

- Identify and sell surplus land in order to put back on the tax rolls
- Invest in office technology to help drive efficiencies in day-to-day transactions
- Encouraging growth and development of staff through cross training and professional development courses
- Creation of an Asset Management Internal Procedure on “How to surplus County property”; located on the Beach, to increase awareness and educate all County employees on asset accountability

- Expand surplus repurpose program by initiating a Swap page on the Beach to allow departments to exchange assets
- 100% completion of annual physical inventories
- Continued successful audits of Fiscal Year 2019 financials
- Collaboration with Purchasing to educate employees on the accountability of county property
- Continue to develop efficient methods to manage the County's increasing volumes of inventory and surplus equipment
- Expand Customer Outreach and Awareness of surplus sales by use of Electronic media; Facebook, Twitter, etc.

Trends and Issues:

- The asset module data is critical to all departments; real time and accurately reflected data needs to be a priority with key areas of asset acquisition tagging, settling Capital Improvement Plan projects, and insurance updates
- The upswing in the economy and new home building has presented a new set of challenges for a small department tasked with a wide range of job duties that are critical to the asset financial data of the county and are based on Florida Statutes
- Physical inventory counts are increasing and require additional time to conduct custodian's inventories
- Asset equipment acquisitions with Board departments and Constitutional offices have been trending upwards in the past year and with that comes the increase of assets to be disposed of, thereby increasing the amount of staff time for intake of surplus and surplus sale preparation
- Aging inventory scanning technology will need to be replaced; the equipment will no longer be supported as of January 2020
- Surplus sale revenues are based on the quantity and quality of the equipment that has been put into surplus and what the market will bear at the time of sale

Service Level Impacts:

Turnover rates for our Property Control Agent position and staff throughout county departments and the lack of knowledge and experience that comes with new employees has made locating assets during department inventories difficult. This has increased the time and days required to complete and close out inventories. With the increase of Developer Donated assets and Capital Improvement Plan projects, more staff time will be required to review charges and create assets. In addition, if there is a priority placed on managing aged and failing infrastructure systems and County facilities, this will also require additional staff time reviewing purchases to ensure all expenses are captured for capital projects.

Fleet Services:

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

- Emergency generator repair and maintenance
- Surplus vehicle and equipment storage and auction support

Accomplishments:

- Began active Fuel Maintenance program utilizing the new Fuel filtration System to test and maintain diesel fuel stored over long periods of time in generator tanks
- Installed Fluid Secure system which tracks fuel consumption at all fuel sites; this replaced the 14 year old outdated Sentry I V system
- 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
- Added General Motors Key Fleet to enhance technical training along with providing better customer experience and minimizing down time as well as keeping repair and service costs down
- Replacement of the last underground fuel site at Flake Road
- Replacement of the Fuel Canopy at Wickham Road

Initiatives:

- Actively notify customers when vehicles are due for scheduled maintenance using mileage collected at fueling
- Resurfacing the shop floor to provide a safer work environment and easy cleanup
- Initiate annual preventive maintenance plan for all fuel sites within the County, increasing the life span of the site and reducing costly emergency repairs

Trends and Issues:

- Continuing to improve customer service by making the repair and maintenance process flow in a professional and efficient manner
- The new customer service area helps to expedite vehicle drop-off and pickup
- The use of loaner cars and waiting area Wi-Fi enables an increase in efficiency for County employees while vehicles are being serviced
- With the new Fluid Secure system, Fleet Services has been able to easily track and identify fuel consumption of all vehicles thereby decreasing time spent compiling charges for each department
- The new wireless gas level monitoring system created the ability to pinpoint accurate fuel levels in all tanks
- Implementing a preventative maintenance plan for all fuel sites and tanks will reduce the potential for costly emergency repairs as well as the risk of soil/groundwater contamination

Service Level Impacts:

Continued mechanic A S E (Automotive Service Excellence) certifications will improve the quality of vehicle repair and service in the County and increase customer satisfaction.

Purchasing Services:

- Competitive acquisition of commodities and services
- Competitive acquisition of professional consultant and construction services
- Contract reviews and monitoring
- Ensure compliance with Federal, State, and local regulations as they relate to procurements and contracting actions
- Oversight and maintenance of S A P Purchasing Module

Accomplishments:

- Created a Purchasing Services Module for the Employee Development Program (Phase III) and began providing training to Employee Development Program participants
- Launched a new electronic bidding opportunity through new vendor, VendorLink.; this allows for contractors to submit their bids electronically which in turn allows additional bidding time and lowers bid prices by not having charges for overnight/hand delivery of proposals
- Increased base terms of contracts from one year to three years for most recurring term contracts; increasing savings and locking in pricing for the base term to allow for more constant budgeting by departments
- Continued streamlining the bidding processes for County departments through standardized templates

Initiatives:

- Streamline the bidding process by creating Contract templates (service, construction, consulting, and commodities); become the gate keeper for Contract templates with the County Attorney's Office
- Provide opportunities for Purchasing Staff to participate in local trade shows and conferences
- Begin hosting Procurement Training opportunities for S A P Purchase Requisition Processes
- Continue to train and develop Purchasing Staff through internal training and professional developments courses (webinars and conference workshop attendance)

Trends and Issues:

- Purchasing Services, through the first six months of this fiscal year, has already solicited and awarded 75% of the total solicitations in Fiscal Year 2018 and is tracking to award over 220 solicitation packages in Fiscal Year 2019 compared to 150 in Fiscal Year 2018
- Purchasing Services is working with the departments in an effort to standardize County Contract templates; This should allow for a more streamlined processing time to route contract through the County Attorney's office and Risk Management, both on the front end and for

contract execution; this effort will have a positive impact on the time it takes to prepare a solicitation for release as well as award a fully executed contract

Service Level Impacts:

Not Applicable

CENTRAL SERVICES DEPARTMENT: SUMMARY

Central Services Department Revenue & Expense Category	Actual F Y 2017-2018	Final Budget F Y 2018-2019	Adopted Budget F Y 2019-2020	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess. Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$3,527,243	\$4,136,238	\$3,652,388	-\$483,850	-11.70%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$93,192	\$56,500	\$56,500	\$0	0.00%
Statutory Reduction	\$0	-\$209,637	-\$185,444	\$24,193	-11.54%
Total Operating Revenues	\$3,620,436	\$3,983,101	\$3,523,444	-\$459,657	-11.54%
Balance Forward Revenue	\$349,045	\$428,278	\$463,530	\$35,252	8.23%
Transfers - General Revenue	\$851,856	\$1,079,738	\$1,033,094	-\$46,644	-4.32%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Total Non-Operating Revenues	\$1,200,901	\$1,508,016	\$1,496,624	-\$11,392	-0.76%
TOTAL REVENUES	\$4,821,337	\$5,491,117	\$5,020,068	-\$471,049	-8.58%
Compensation and Benefits Expense	\$1,406,378	\$1,520,852	\$1,536,285	\$15,433	1.01%
Operating Expense	\$2,914,637	\$3,387,306	\$2,870,163	-\$517,143	-15.27%
Capital Outlay Expense	\$83,649	\$27,610	\$104,134	\$76,524	277.16%
Operating Expenditures	\$4,404,664	\$4,935,768	\$4,510,582	-\$425,186	-8.61%
C I P Expense	\$0	\$555,349	\$509,486	-\$45,863	-8.26%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Total Non-Operating Expenses	\$0	\$555,349	\$509,486	-\$45,863	-8.26%
TOTAL EXPENDITURES	\$4,404,664	\$5,491,117	\$5,020,068	-\$471,049	-8.58%

CENTRAL SERVICES DEPARTMENT: ASSET MANAGEMENT

Asset Management Program Revenue & Expense Category	Actual F Y 2017-2018	Final Budget F Y 2018-2019	Adopted Budget F Y 2019-2020	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$93,192	\$55,000	\$55,000	\$0	0.00%
Statutory Reduction	\$0	-\$2,750	-\$2,750	\$0	0.00%
Total Operating Revenues	\$93,192	\$52,250	\$52,250	\$0	0.00%
Balance Forward Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$389,898	\$435,805	\$451,978	\$16,173	3.71%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$389,898	\$435,805	\$451,978	\$16,173	3.71%
TOTAL REVENUES	\$483,090	\$488,055	\$504,228	\$16,173	3.31%
Compensation and Benefits Expense	\$415,392	\$424,179	\$437,276	\$13,097	3.09%
Operating Expense	\$47,877	\$62,866	\$44,752	-\$18,114	-28.81%
Capital Outlay Expense	\$19,821	\$1,010	\$7,200	\$6,190	612.87%
Operating Expenses	\$483,090	\$488,055	\$489,228	\$1,173	0.24%
C I P Expense	\$0	\$0	\$15,000	\$15,000	0.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$0	\$0	\$15,000	\$15,000	0.00%
TOTAL EXPENSES	\$483,090	\$488,055	\$504,228	\$16,173	3.31%

ASSET MANAGEMENT: BUDGET VARIANCES

Asset Management Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Spec. Assess. Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	\$0	0.00%	
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward Revenue	\$0	0.00%	
Transfers - General Revenue	\$16,173	3.71%	Attributable to an increase in Compensation and Benefits offset by a decrease in Operating Expenses
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$13,097	3.09%	Attributable to Cost of Living Adjustments and F R S rate changes as well as adjustments to cost distribution of several employees
Operating Expense	-\$18,114	-28.81%	Attributable to the completion of the Property Control Agent office build out
Capital Outlay Expense	\$6,190	612.87%	Attributable to increased computer replacement needs as determined by Information Technology's assessment
Grants and Aid Expense	\$0	0.00%	
C I P Expense	\$15,000	0.00%	Attributable to the addition of a fencing project required for additional surplus storage
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

CENTRAL SERVICES DEPARTMENT: FLEET SERVICES

Fleet Services Program Revenue & Expense Category	Actual F Y 2017- 2018	Final Budget F Y 2018- 2019	Adopted Budget F Y 2019- 2020	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$3,527,115	\$4,136,238	\$3,652,388	-\$483,850	-11.70%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$0	\$1,500	\$1,500	\$0	0.00%
Statutory Reduction	\$0	-\$206,887	-\$182,694	\$24,193	-11.69%
Total Operating Revenues	\$3,527,115	\$3,930,851	\$3,471,194	-\$459,657	-11.69%
Balance Forward Revenue	\$349,045	\$428,278	\$463,530	\$35,252	8.23%
Transfers - General Revenue	\$0	\$162,360	\$104,486	-\$57,874	-35.65%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$349,045	\$590,638	\$568,016	-\$22,622	-3.83%
TOTAL REVENUES	\$3,876,160	\$4,521,489	\$4,039,210	-\$482,279	-10.67%
Compensation and Benefits Expense	\$532,874	\$636,980	\$661,675	\$24,695	3.88%
Operating Expense	\$2,852,527	\$3,304,460	\$2,796,115	-\$508,345	-15.38%
Capital Outlay Expense	\$62,480	\$24,700	\$86,934	\$62,234	251.96%
Operating Expenses	\$3,447,881	\$3,966,140	\$3,544,724	-\$421,416	-10.63%
C I P Expense	\$0	\$555,349	\$494,486	-\$60,863	-10.96%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$0	\$555,349	\$494,486	-\$60,863	-10.96%
TOTAL EXPENSES	\$3,447,881	\$4,521,489	\$4,039,210	-\$482,279	-10.67%

FLEET SERVICES: BUDGET VARIANCES

Fleet Services Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Spec. Assess. Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	-\$483,850	-11.70%	Decrease is based on historical data trends associated with fuel costs and consumption
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$0	0.00%	
Statutory Reduction	\$24,193	-11.69%	Decrease coincides with the reduction in Charges for Services revenue
Balance Forward Revenue	\$35,252	8.23%	Attributable to carrying forward remaining funds associated with the Flake Road Fuel Site Project
Transfers - General Revenue	-\$57,874	-35.65%	Attributable to a nonrecurring General Fund transfer related to the Flake Road Fuel Site project in Fiscal Year 2019 offset by a nonrecurring General Fund transfer in Fiscal Year 2020 related to security enhancements at fuel sites
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$24,695	3.88%	Attributable to Cost of Living Adjustments and F R S rate changes as well as staffing of vacant positions
Operating Expense	-\$508,345	-15.38%	Primarily attributable to a reduction in Re-sale Item expenses based on historical data trends
Capital Outlay Expense	\$62,234	251.96%	Attributable to increased Capital purchases associated with preventative maintenance
Grants and Aid Expense	\$0	0.00%	
C I P Expense	-\$60,863	-10.96%	Attributable to partial completion of construction related to the Flake Road Fuel Site in Fiscal Year 2019 offset by the addition of a new project related to security enhancements at fuel sites
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

CENTRAL SERVICES DEPARTMENT: PURCHASING SERVICES

Purchasing Services Program Revenue & Expense Category	Actual F Y 2017-2018	Final Budget F Y 2018-2019	Adopted Budget F Y 2019-2020	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$129	\$0	\$0	\$0	0.00%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
Total Operating Revenues	\$129	\$0	\$0	\$0	0.00%
Balance Forward Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$461,958	\$481,573	\$476,630	-\$4,943	-1.03%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$461,958	\$481,573	\$476,630	-\$4,943	-1.03%
TOTAL REVENUES	\$462,087	\$481,573	\$476,630	-\$4,943	-1.03%
Compensation and Benefits Expense	\$458,112	\$459,693	\$437,334	-\$22,359	-4.86%
Operating Expense	\$14,233	\$19,980	\$29,296	\$9,316	46.63%
Capital Outlay Expense	\$1,348	\$1,900	\$10,000	\$8,100	426.32%
Operating Expenses	\$473,693	\$481,573	\$476,630	-\$4,943	-1.03%
C I P Expense	\$0	\$0	\$0	\$0	0.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$473,693	\$481,573	\$476,630	-\$4,943	-1.03%

PURCHASING SERVICES: BUDGET VARIANCES

Purchasing Services Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Spec. Assess. Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	\$0	0.00%	
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward Revenue	\$0	0.00%	
Transfers - General Revenue	-\$4,943	-1.03%	Primarily due to a decrease in Compensation and Benefits expenditures offset by an increase in Operating expenditures
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	-\$22,359	-4.86%	Attributable to Cost of Living Adjustments, F R S rate Changes and an employee completing D R O P as well as cost distribution realignment of several Purchasing positions
Operating Expenses	\$9,316	46.63%	Attributable to an anticipated increase in Operating Supplies associated with a contract with Vendorlink as well as increased education reimbursement for an employee and additional training expenses related to conference attendance
Capital Outlay Expense	\$8,100	426.32%	Attributable to increased computer replacement needs as determined by Information Technology's assessment
Grants and Aid Expense	\$0	0.00%	
C I P Expense	\$0	0.00%	
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

**CENTRAL SERVICES DEPARTMENT
PERFORMANCE MEASURES**

Program	Objective	Measure	Actual F Y 2017- 2018	Estimated F Y 2018- 2019	Projected F Y 2019- 2020
Asset Management	Meet Financial and Budget Requirements	Revenue Generated from Surplus Sales and Placed Back into County Coffers	708,040	550,000	550,000
Fleet Services	Effective and Efficient Operations	Average Days to Complete Vehicle Repair and Maintenance	1.85	1.85	1.9
Fleet Services	Prioritize Services	Vehicle Work Orders Opened and Completed	95%	96%	100%
Fleet Services	Enhance the Employee Innovation Program	Training Hours Attended	315	200	315
Purchasing Services	Effective and Efficient Operations	Average Number of Days for Request For Proposal Solicitations (from receipt of requirement to award)	72	67	60
Purchasing Services	Effective and Efficient Operations	Average Number of Days for Invitation To Bid Solicitations (from receipt of requirement to award)	58	46	30
Purchasing Services	Community, Government, Non-Profit Partnerships	No Cost Events Attended by Purchasing Services Staff	5	7	9

**CENTRAL SERVICES DEPARTMENT
CAPITAL OUTLAY SUMMARY**

Program Name	Description	Quantity	Unit Cost	Funding Source	Total Cost
Asset Management	Computers Desktop	6	\$1,200	User Fees	\$7,200
Fleet Services	Truck for Generator Preventive Maintenance	1	\$81,434	User Fees	\$81,434
Fleet Services	Air Compressor	1	\$5,500	User Fees	\$5,500
Purchasing Services	Computer Laptops	5	\$2,000	General Fund	\$10,000
Total Funded For Department					\$104,134

Program Name	Description	Quantity	Unit Cost	Funding Source	Total Cost
Asset Management	Forklift, all terraine	1	\$35,000	Unfunded	\$35,000
Fleet Services	Tire Balancer	1	\$16,043	Unfunded	\$16,043
Fleet Services	Tire Changer/Mounting Machine	1	\$8,540	Unfunded	\$8,540
Total Unfunded For Department					\$59,583

**CENTRAL SERVICES DEPARTMENT
CAPITAL IMPROVEMENTS PROGRAM**

Program Name	Description	Funding Source	Total Cost
Asset Management	Outside Fence area	User Fees	\$15,000
Fleet Services	Flake Road Fuel system and Tank replacement	Charges for Services	\$389,999
Fleet Services	Security For Fuel Sites	General Fund	\$104,486
Total Funded For Department			\$509,485