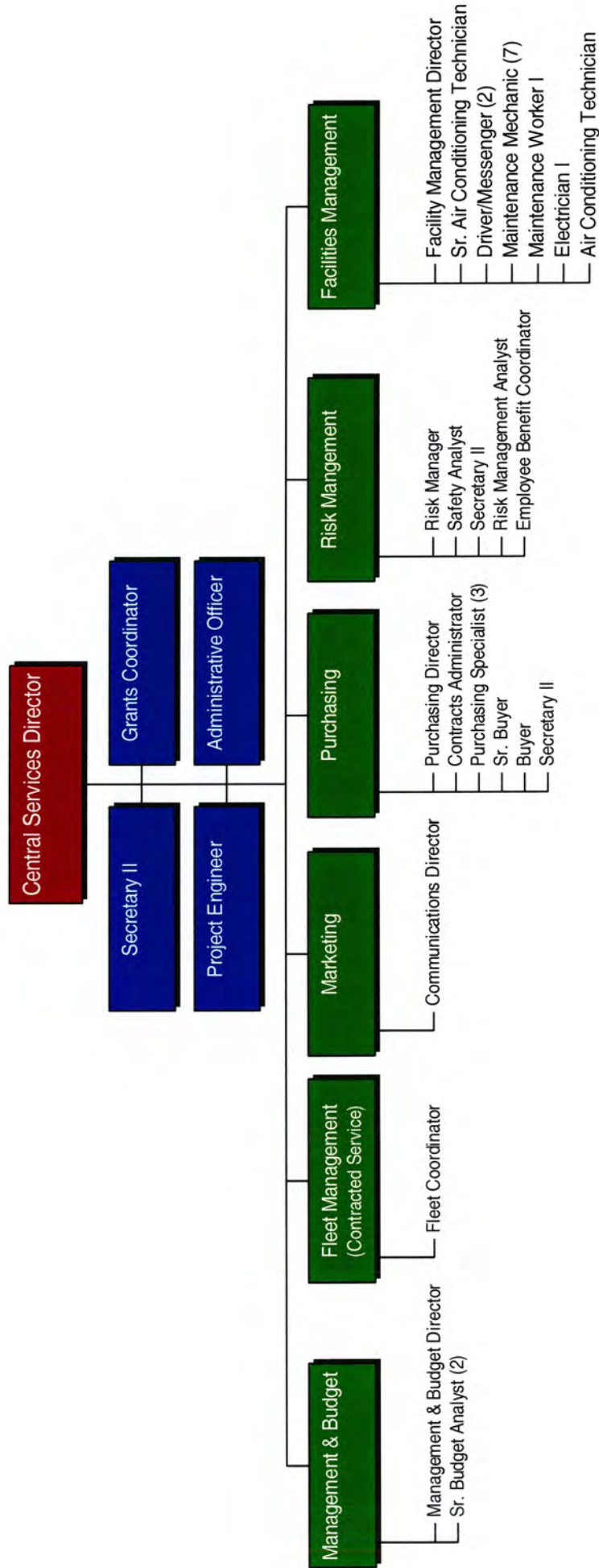


CENTRAL SERVICES DEPARTMENT
FY 11/12



Central Services

Position Summary

| Position Title | Amended FY 2009/2010 | Amended FY 2010/2011 | Adopted FY 2011/2012 |
|--|-------------------------|-------------------------|-------------------------|
| <u>Management & Budget</u> | | | |
| Central Services Director | 1 | 1 | 1 |
| Management & Budget Director | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 1 |
| Senior Budget Analyst | 2 | 2 | 2 |
| Project Engineer | 1 | 1 | 1 |
| Administrative Officer | 1 | 1 | 1 |
| Marketing & Communications Director ^{1,3} | 1 | 0 | 0 |
| Communications Director | 0 | 0 | 1 |
| Public Information Officer ¹ | 1 | 1 | 0 |
| Grants Coordinator | 0 | 1 | 1 |
| Fleet Coordinator | 1 | 1 | 1 |
| Total Management & Budget | 10 | 10 | 10 |
| <u>Purchasing</u> | | | |
| Purchasing Director | 1 | 1 | 1 |
| Contracts Administrator | 1 | 1 | 1 |
| Purchasing Specialist | 3 | 3 | 3 |
| Senior Buyer | 1 | 1 | 1 |
| Buyer | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 1 |
| Total Purchasing | 8 | 8 | 8 |
| <u>Risk Management</u> | | | |
| Risk Manager | 1 | 1 | 1 |
| Safety Analyst | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 1 |
| Risk Management Analyst | 1 | 1 | 1 |
| Employee Benefit Coordinator | 1 | 1 | 1 |
| Total Risk Management | 5 | 5 | 5 |
| <u>Facilities Management</u> | | | |
| Facility Management Director | 1 | 1 | 1 |
| Senior Maintenance Mechanic | 1 | 0 | 0 |
| Senior Air Conditioning Technician | 0 | 1 | 1 |
| Maintenance Mechanic ² | 7 | 7 | 7 |
| Maintenance Worker I | 1 | 1 | 1 |
| Electrician I | 1 | 1 | 1 |
| Driver/Messenger | 2 | 2 | 2 |
| Air Conditioning Technician | 1 | 1 | 1 |
| Total Facility Management | 14 | 14 | 14 |
| Total Positions | 37 | 37 | 37 |

¹Marketing function was transferred from the Leisure Services Department in FY 09/10

²Three positions were transferred from the Leisure Services Department in FY 09/10

³This position was funded for three months only in FY 09/10

| | ACTUAL FY 2009-2010 | AMENDED FY 2010-2011 | ADOPTED FY 2011-2012 |
|--|------------------------|-------------------------|-------------------------|
| CENTRAL SERVICES DEPARTMENT | | | |
| MANAGEMENT & BUDGET | | | |
| PERSONNEL SERVICES | | | |
| 1801-513.12-01 Salaries | \$717,944 | \$781,514 | \$885,599 |
| 1801-513.14-01 Time and a Half Overtime | 0 | 100 | 100 |
| 1801-513.14-02 Straight-Time Overtime | 98 | 500 | 500 |
| 1801-513.15-04 Auto Allowance | 2,407 | 2,400 | 2,400 |
| 1801-513.21-01 SS and Medicare Matching | 51,361 | 54,209 | 66,661 |
| 1801-513.22-01 Pension-General | 133,891 | 135,914 | 187,488 |
| 1801-513.23-01 Health Insurance | 102,430 | 133,553 | 135,745 |
| 1801-513.24-00 Workers' Compensation | 2,235 | 2,648 | 2,317 |
| REQUESTED APPROPRIATION | \$1,010,366 | \$1,110,838 | \$1,280,810 |
| OPERATING EXPENSES | | | |
| 1801-513.31-30 Professional Services | \$0 | \$100 | \$100 |
| 1801-513.34-02 Records Retention | 0 | 800 | 800 |
| 1801-513.34-04 Temporary Services | 110,224 | 80,000 | 120,000 |
| 1801-513.34-20 Misc. Contractual Services | 0 | 100 | 0 |
| 1801-513.40-01 Travel and Per Diem | 26 | 920 | 920 |
| 1801-513.40-02 Local Mileage | 34 | 250 | 250 |
| 1801-513.41-01 Communications | 3,071 | 4,800 | 7,506 |
| 1801-513.41-05 Data Line | 2,868 | 2,906 | 0 |
| 1801-513.46-10 Maintenance Auto Equipment | 0 | 500 | 515 |
| 1801-513.46-11 Maint Office Equipment | 0 | 100 | 50 |
| 1801-513.47-01 Printing and Binding | 1,161 | 3,285 | 3,285 |
| 1801-513.47-02 Photocopying Costs | 5,023 | 8,400 | 8,400 |
| 1801-513.48-01 Public Relations | 62,062 | 130,000 | 130,000 |
| 1801-513.49-28 Advertising & Sponsorship | 0 | 100 | 0 |
| 1801-513.49-48 Earth day Celebration | 0 | 100 | 0 |
| 1801-513.49-54 Vehicle Replacement Funding | 0 | 5,782 | 2,891 |
| 1801-513.51-01 Office Supplies | 2,388 | 3,200 | 3,440 |
| 1801-513.52-01 Gas & Oil | 276 | 500 | 500 |
| 1801-513.52-90 Other Supplies & Expenses | 8,604 | 9,000 | 9,000 |
| 1801-513.54-01 Subs & Memberships | 1,030 | 1,078 | 1,500 |
| 1801-513.54-02 Tuition & Training | 1,644 | 2,330 | 2,330 |
| REQUESTED APPROPRIATION | \$198,411 | \$254,251 | \$291,487 |
| CAPITAL PURCHASES | | | |
| 1801-513.64-02 Computer Equipment | \$1,162 | \$1,500 | \$0 |
| REQUESTED APPROPRIATION | \$1,162 | \$1,500 | \$0 |
| TOTAL REQUESTED APPROPRIATION | \$1,209,939 | \$1,366,589 | \$1,572,297 |

| | ACTUAL FY 2009-2010 | AMENDED FY 2010-2011 | ADOPTED FY 2011-2012 |
|--|------------------------|-------------------------|-------------------------|
| CENTRAL SERVICES DEPARTMENT | | | |
| PURCHASING | | | |
| PERSONNEL SERVICES | | | |
| 1802-513.12-01 Salaries | \$565,005 | \$592,366 | \$595,647 |
| 1802-513.14-01 Time and a Half Overtime | 0 | 100 | 100 |
| 1802-513.14-02 Straight-Time Overtime | 0 | 100 | 100 |
| 1802-513.15-04 Auto Allowance | 2,407 | 2,400 | 2,400 |
| 1802-513.21-01 SS and Medicare Matching | 42,051 | 43,721 | 45,369 |
| 1802-513.22-01 Pension-General | 124,607 | 134,706 | 138,904 |
| 1802-513.23-01 Health Insurance | 62,862 | 88,959 | 89,815 |
| 1802-513.24-00 Workers' Compensation | 2,233 | 1,942 | 1,575 |
| REQUESTED APPROPRIATION | \$799,165 | \$864,294 | \$873,910 |
| OPERATING EXPENSES | | | |
| 1802-513.31-30 Professional Services | \$0 | \$100 | \$100 |
| 1802-513.34-02 Records Retention | 500 | 400 | 400 |
| 1802-513.34-04 Temporary Services | 0 | 100 | 100 |
| 1802-513.40-01 Travel and Per Diem | 126 | 1,090 | 1,090 |
| 1802-513.40-02 Local Mileage | 310 | 750 | 750 |
| 1802-513.41-01 communications | 8,595 | 10,975 | 10,000 |
| 1802-513.41-04 Postage | 0 | 200 | 200 |
| 1802-513.41-05 Data Line | 1,588 | 0 | 0 |
| 1802-513.43-01 Electricity | 835 | 0 | 0 |
| 1802-513.44-02 Buildings-Rental | 54,293 | 56,226 | 57,467 |
| 1802-513.46-11 Maint Office Equipment | 99 | 200 | 200 |
| 1802-513.46-16 Maint Computer Equipment | 0 | 100 | 100 |
| 1802-513.47-01 Printing and Binding | 499 | 300 | 300 |
| 1802-513.47-02 Photocopying Costs | 3,276 | 3,700 | 3,700 |
| 1802-513.51-01 Office Supplies | 2,000 | 2,500 | 2,500 |
| 1802-513.52-90 Other Supplies & Expenses | 23,569 | 10,484 | 8,000 |
| 1802-513.54-01 Subs & Memberships | 1,250 | 990 | 990 |
| 1802-513.54-02 Tuition & Training | 1,002 | 1,300 | 1,300 |
| REQUESTED APPROPRIATION | \$97,942 | \$89,415 | \$87,197 |
| TOTAL REQUESTED APPROPRIATION | \$897,107 | \$953,709 | \$961,107 |

| | ACTUAL FY 2009-2010 | AMENDED FY 2010-2011 | ADOPTED FY 2011-2012 |
|---|------------------------|-------------------------|-------------------------|
| CENTRAL SERVICES DEPARTMENT | | | |
| RISK MANAGEMENT | | | |
| PERSONNEL SERVICES | | | |
| 1803-519.12-01 Salaries | \$333,423 | \$350,733 | \$349,408 |
| 1803-519.14-01 Time and a Half Overtime | 0 | 0 | 100 |
| 1803-519.14-02 Straight-Time Overtime | 0 | 0 | 200 |
| 1803-519.21-01 SS and Medicare Matching | 24,650 | 22,096 | 27,135 |
| 1803-519.22-01 Pension-General | 58,910 | 69,831 | 73,471 |
| 1803-519.23-01 Health Insurance | 31,517 | 51,611 | 52,861 |
| 1803-519.24-00 Workers' Compensation | 1,254 | 1,191 | 942 |
| REQUESTED APPROPRIATION | \$449,754 | \$495,462 | \$504,117 |
| OPERATING EXPENSES | | | |
| 1803-519.31-30 Professional Services | \$2,000 | \$100 | \$2,000 |
| 1803-519.34-02 Records Retention | 850 | 850 | 850 |
| 1803-519.34-04 Temporary Services | 12,960 | 4,800 | 100 |
| 1803-519.40-01 Travel and Per Diem | 1,366 | 1,650 | 1,650 |
| 1803-519.40-02 Local Mileage | 0 | 150 | 100 |
| 1803-519.41-01 Communications | 4,805 | 6,240 | 6,240 |
| 1803-519.41-05 Data Line | 908 | 0 | 0 |
| 1803-519.43-01 Electricity | 483 | 0 | 0 |
| 1803-519.44-02 Buildings-Rental | 45,024 | 47,576 | 48,626 |
| 1803-519.46-10 Maint Auto Equipment | 367 | 300 | 750 |
| 1803-519.46-16 Maint. Computer Equipment | 0 | 100 | 100 |
| 1803-519.46-29 Maint Other Equipment | 0 | 250 | 250 |
| 1803-519.47-01 Printing and Binding | 173 | 100 | 100 |
| 1803-519.47-02 Photocopying Costs | 2,886 | 3,380 | 3,380 |
| 1803-519.49-54 Vehicle Replacement Funding | 0 | 953 | 477 |
| 1803-519.51-01 Office Supplies | 1,586 | 1,600 | 1,600 |
| 1803-519.52-01 Gas & Oil | 458 | 350 | 760 |
| 1803-519.52-90 Other Supplies & Expenses | 17,805 | 3,680 | 3,793 |
| 1803-519.54-01 Subs & Memberships | 2,055 | 1,153 | 1,310 |
| 1803-519.54-02 Tuition & Training | 1,185 | 2,083 | 2,083 |
| REQUESTED APPROPRIATION | \$94,911 | \$75,315 | \$74,169 |
| CAPITAL PURCHASES | | | |
| 1803-519.64-04 Office Furniture & Equipment | \$2,118 | \$1,490 | \$1,900 |
| REQUESTED APPROPRIATION | \$2,118 | \$1,490 | \$1,900 |
| TOTAL REQUESTED APPROPRIATION | \$546,783 | \$572,267 | \$580,186 |

| | ACTUAL FY 2009-2010 | AMENDED FY 2010-2011 | ADOPTED FY 2011-2012 |
|---|------------------------|-------------------------|-------------------------|
| CENTRAL SERVICES DEPARTMENT | | | |
| FACILITIES MANAGEMENT | | | |
| PERSONNEL SERVICES | | | |
| 1804-539.12-01 Salaries | \$531,351 | \$587,217 | \$593,497 |
| 1804-539.14-01 Time and a Half Overtime | 5,330 | 2,000 | 2,000 |
| 1804-539.14-02 Straight-Time Overtime | 2,136 | 1,500 | 1,500 |
| 1804-539.21-01 SS and Medicare Matching | 40,254 | 45,244 | 46,328 |
| 1804-539.22-01 Pension-General | 138,274 | 156,517 | 156,486 |
| 1804-539.23-01 Health Insurance | 77,539 | 109,773 | 134,163 |
| 1804-539.24-00 Workers' Compensation | 21,590 | 25,307 | 23,100 |
| REQUESTED APPROPRIATION | \$816,474 | \$927,558 | \$957,074 |
| OPERATING EXPENSES | | | |
| 1804-539.31-30 Professional Services | \$0 | \$500 | \$500 |
| 1804-539.34-05 Building Maint. Contracts | 161,719 | 270,000 | 422,486 |
| 1804-539.34-20 Misc. Contractual Services | 37,949 | 51,100 | 35,000 |
| 1804-539.41-01 Communications | 803 | 1,100 | 1,226 |
| 1804-539.41-04 Postage | 98,303 | 178,556 | 178,556 |
| 1804-539.41-05 Data Line | 0 | 126 | 0 |
| 1804-539.43-01 Electricity | 132,294 | 179,000 | 179,000 |
| 1804-539.43-10 Water & Wastewater | 12,548 | 13,000 | 14,300 |
| 1804-539.43-15 Stormwater | 3,403 | 3,434 | 3,487 |
| 1804-539.46-10 Maint Auto Equipment | 14,882 | 24,740 | 25,360 |
| 1804-539.46-11 Maint Office Equipment | 2,497 | 3,700 | 3,700 |
| 1804-539.46-13 Maint Communication Equip | 480 | 660 | 660 |
| 1804-539.46-14 Maint Grounds/ Equipment | 2,359 | 3,500 | 3,500 |
| 1804-539.46-40 Maint Buildings | 185,583 | 148,780 | 202,050 |
| 1804-539.49-08 Permits & Licenses | 1,110 | 1,500 | 2,500 |
| 1804-539.49-54 Vehicle Replacement Funding | 37,559 | 10,954 | 2,849 |
| 1804-539.51-01 Office Supplies | 536 | 500 | 500 |
| 1804-539.52-01 Gas & Oil | 37,265 | 43,000 | 81,780 |
| 1804-539.52-03 Uniforms | 2,075 | 4,000 | 4,300 |
| 1804-539.52-15 Lighting/Electrical Supplies | 762 | 10,000 | 8,000 |
| 1804-539.52-17 Small Equipment | 311 | 1,500 | 2,000 |
| 1804-539.52-90 Other Supplies & Expenses | 4,547 | 7,000 | 7,000 |
| 1804-539.54-01 Subs & Memberships | 205 | 216 | 245 |
| 1804-539.54-02 Tuition & Training | 0 | 200 | 200 |
| REQUESTED APPROPRIATION | \$737,190 | \$957,066 | \$1,179,199 |
| CAPITAL PURCHASES | | | |
| 1804-539.62-03 Building Improvements | \$117,029 | \$65,000 | \$65,000 |
| 1804-539.64-01 Heavy Machinery & Equipment | 0 | 1,220 | 0 |
| REQUESTED APPROPRIATION | \$117,029 | \$66,220 | \$65,000 |
| TOTAL REQUESTED APPROPRIATION | \$1,670,693 | \$1,950,844 | \$2,201,273 |

Central Services Management & Budget Division

| Definition/Description of Program | | | | | |
|---|--|--|--|--|--|
| The Management & Budget Division provides budgetary, analytical, and support services and information to the City Manager, City Commission, and operating departments in the support of management decisions. The Division prepares, administers, monitors, and amends the annual budget; provides budget information and analysis to the City Manager and City Commission; performs surveys, studies, and special projects; manages the City's fleet maintenance contract; and manages the City's cellular telephone contract. | | | | | |

| Program Expenditures--Cost to Continue at Current Levels | | | | | |
|---|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| Personnel Services | \$1,010,366 | \$1,110,838 | \$1,280,810 | \$169,972 | 15.3% |
| Operating Expenses | 198,411 | 254,251 | 291,487 | 37,236 | 14.6% |
| Capital Purchases | 1,162 | 1,500 | 0 | (1,500) | -100.0% |
| TOTALS | \$1,209,939 | \$1,366,589 | \$1,572,297 | \$205,708 | 15.1% |

| Program Revenue | | | | | |
|------------------------|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| General Fund | 1,209,939 | 1,366,589 | 1,572,297 | 205,708 | 15.1% |
| TOTALS | \$1,209,939 | \$1,366,589 | \$1,572,297 | \$205,708 | 15.1% |

| Performance Measures | Actual FY 2010 | Amended FY 2011 | Projected FY 2012 | % Change |
|---|---------------------------|----------------------------|------------------------------|---------------------|
| Percentage of budget transfers processed within 3 days | 95% | 96% | 100% | 4.2% |
| Percentage of direct payments processed within 3 business days | 98% | 97% | 100% | 3.1% |
| Percentage of vehicles current on preventative maintenance schedule | 85% | 90% | 95% | 5.6% |
| Number of special events planned by Marketing | 17 | 20 | 25 | 25.0% |

Central Services Management & Budget Division

| Position Summary | | | |
|-------------------------------------|----------------------------|----------------------------|----------------------------|
| Position Title | Amended FY 2010 | Amended FY 2011 | Adopted FY 2012 |
| Central Services Director | 1 | 1 | 1 |
| Management & Budget Director | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 1 |
| Senior Budget Analyst | 2 | 2 | 2 |
| Project Engineer | 1 | 1 | 1 |
| Administrative Officer | 1 | 1 | 1 |
| Marketing & Communications Director | 1 | 0 | 0 |
| Communications Director | 0 | 0 | 1 |
| Public Information Officer | 1 | 1 | 0 |
| Grants Coordinator | 0 | 1 | 1 |
| Fleet Coordinator | 1 | 1 | 1 |
| Total Program Positions | 10 | 10 | 10 |
| Full Time Positions | 10 | 10 | 10 |

Central Services Purchasing Division

| Definition/Description of Program |
|--|
| The Purchasing Division provides support to City operating departments by securing quality goods and services in a timely fashion using appropriate competitive procurement methods. The Purchasing Division facilitates the procurement of commodities, products, and services in accordance with Florida Statutes and the City Code using a variety of procurement methods (Bid, RFQ, RFP, Quote); administers the disposition of vehicles, equipment, and other surplus items; and oversees various City contracts. |

| Program Expenditures--Cost to Continue at Current Levels | | | | | |
|---|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| Personnel Services | \$799,165 | \$864,294 | \$873,910 | \$9,616 | 1.1% |
| Operating Expenses | 97,942 | 89,415 | 87,197 | (2,218) | -2.5% |
| TOTALS | \$897,107 | \$953,709 | \$961,107 | \$7,398 | 0.8% |

| Program Revenue | | | | | |
|------------------------|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| General Fund | 897,107 | 953,709 | 961,107 | 7,398 | 0.8% |
| TOTALS | \$897,107 | \$953,709 | \$961,107 | \$7,398 | 0.8% |

| Performance Measures | Actual FY 2010 | Amended FY 2011 | Projected FY 2012 | % Change |
|--|---------------------------|----------------------------|------------------------------|---------------------|
| Percentage of purchase orders under \$2,500 issued in 5 days or less | 85% | 88% | 90% | 2.3% |
| Percentage of purchase orders between \$2,500-\$25,000 issued within 30 days or less | 95% | 96% | 100% | 4.2% |
| Percentage of purchase orders over \$25,000 issued within 120 calendar days | 97% | 98% | 100% | 2.0% |
| Percentage of contracts renewed within 30 days of expiration | 95% | 100% | 100% | 0.0% |

Central Services Purchasing Division

| Position Summary | | | |
|--------------------------------|----------------------------|----------------------------|----------------------------|
| Position Title | Amended FY 2010 | Amended FY 2011 | Adopted FY 2012 |
| Purchasing Director | 1 | 1 | 1 |
| Contracts Administrator | 1 | 1 | 1 |
| Purchasing Specialist | 3 | 3 | 3 |
| Senior Buyer | 1 | 1 | 1 |
| Buyer | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 1 |
| | | | |
| Total Program Positions | 8 | 8 | 8 |
| Full Time Positions | 8 | 8 | 8 |

Central Services Risk Management Division

| Definition/Description of Program |
|---|
| The Risk Management Division protects the physical, financial, and personnel assets of the City through the identification of risk, the implementation of loss control programs, and the selection of risk transfer and financing techniques. The Division administers the City's property, casualty, and employee group insurance plans; manages the workers' compensation and liability claims management functions; and works to provide safety and related training in order to reduce injuries and claims. |

| Program Expenditures--Cost to Continue at Current Levels | | | | | |
|---|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| Personnel Services | \$449,754 | \$495,462 | \$504,117 | \$8,655 | 1.7% |
| Operating Expenses | 94,911 | 75,315 | 74,169 | (1,146) | -1.5% |
| Capital Purchases | 2,118 | 1,490 | 1,900 | 410 | 27.5% |
| TOTALS | \$546,783 | \$572,267 | \$580,186 | \$7,919 | 1.4% |

| Program Revenue | | | | | |
|------------------------|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| General Fund | 546,783 | 572,267 | 580,186 | 7,919 | 1.4% |
| TOTALS | \$546,783 | \$572,267 | \$580,186 | \$7,919 | 1.4% |

| Performance Measures | Actual FY 2010 | Amended FY 2011 | Projected FY 2012 | % Change |
|---------------------------------------|---------------------------|----------------------------|------------------------------|---------------------|
| Auto / injury claims | 151 | NA | 125 | N/A |
| Site inspections | 26 | NA | 25 | N/A |
| Number of OSHA training | 11 | NA | 15 | N/A |
| Number of workers compensation claims | 65 | NA | 55 | N/A |

**Central Services
Risk Management Division**

| Position Summary | | | |
|--------------------------------|----------------------------|----------------------------|----------------------------|
| Position Title | Amended FY 2010 | Amended FY 2011 | Adopted FY 2012 |
| Risk Manager | 1 | 1 | 1 |
| Safety Analyst | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 1 |
| Risk Management Analyst | 1 | 1 | 1 |
| Employee Benefit Coordinator | 1 | 1 | 1 |
| Total Program Positions | 5 | 5 | 5 |
| Full Time Positions | 5 | 5 | 5 |

Central Services Facilities Management Division

| Definition/Description of Program |
|---|
| The Facilities Management Division provides for safe, clean, and comfortable buildings and facilities for City employees and the public. The Facilities Management Division provides building maintenance functions (mechanical, electrical, plumbing, etc.) in City Hall and other City facilities; provides mail service for both inter-office mail and external mail; and oversees various maintenance contracts with third-party vendors. |

| Program Expenditures--Cost to Continue at Current Levels | | | | | |
|---|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| Personnel Services | \$816,474 | \$927,558 | \$957,074 | \$29,516 | 3.2% |
| Operating Expenses | 737,190 | 957,066 | 1,179,199 | 222,133 | 23.2% |
| Capital Purchases | 117,029 | 66,220 | 65,000 | (1,220) | -1.8% |
| TOTALS | \$1,670,693 | \$1,950,844 | \$2,201,273 | \$250,429 | 12.8% |

| Program Revenue | | | | | |
|------------------------|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| | Actual FY 2010 | Amended FY 2011 | Adopted FY 2012 | \$ Change | % Change |
| General Fund | 1,670,693 | 1,950,844 | 2,201,273 | 250,429 | 12.8% |
| TOTALS | \$1,670,693 | \$1,950,844 | \$2,201,273 | \$250,429 | 12.8% |

| Performance Measures | Actual FY 2010 | Amended FY 2011 | Projected FY 2012 | % Change |
|--|---------------------------|----------------------------|------------------------------|---------------------|
| Average number of monthly routine maintenance calls | 180 | 134 | 150 | 11.9% |
| Average number of monthly routine maintenance calls completed | 95 | 86 | 90 | 4.7% |
| Average number of monthly preventative maintenance calls scheduled | 115 | 112 | 110 | -1.8% |
| Average number of monthly preventative maintenance calls scheduled completed | 50 | 63 | 70 | 11.1% |

Central Services Facilities Management Division

| Position Summary | | | |
|------------------------------------|----------------------------|----------------------------|----------------------------|
| Position Title | Amended FY 2010 | Amended FY 2011 | Adopted FY 2012 |
| Facility Management Director | 1 | 1 | 1 |
| Senior Maintenance Mechanic | 1 | 0 | 0 |
| Senior Air Conditioning Technician | 0 | 1 | 1 |
| Maintenance Mechanic | 7 | 7 | 7 |
| Maintenance Worker I | 1 | 1 | 1 |
| Electrician I | 1 | 1 | 1 |
| Driver/Messenger | 2 | 2 | 2 |
| Air Conditioning Technician | 1 | 1 | 1 |
| Total Program Positions | 14 | 14 | 14 |
| Full Time Positions | 14 | 14 | 14 |