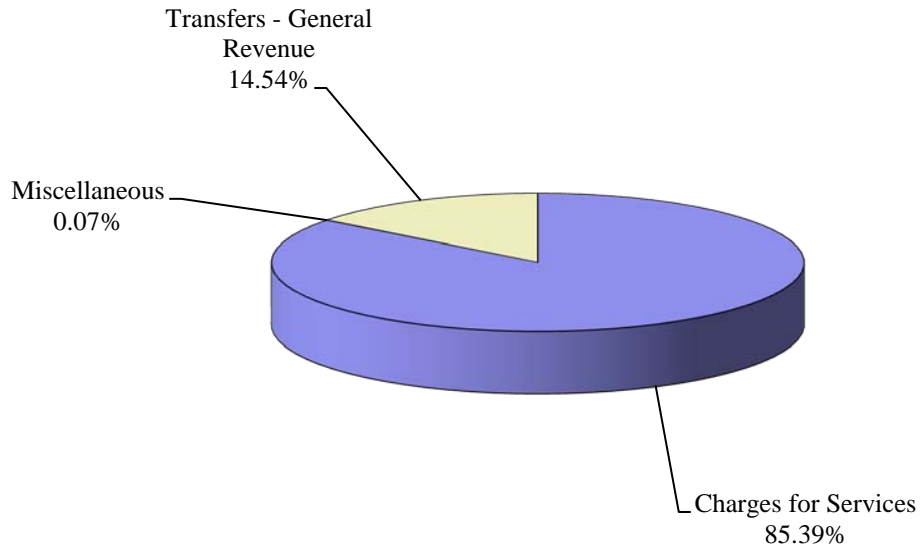
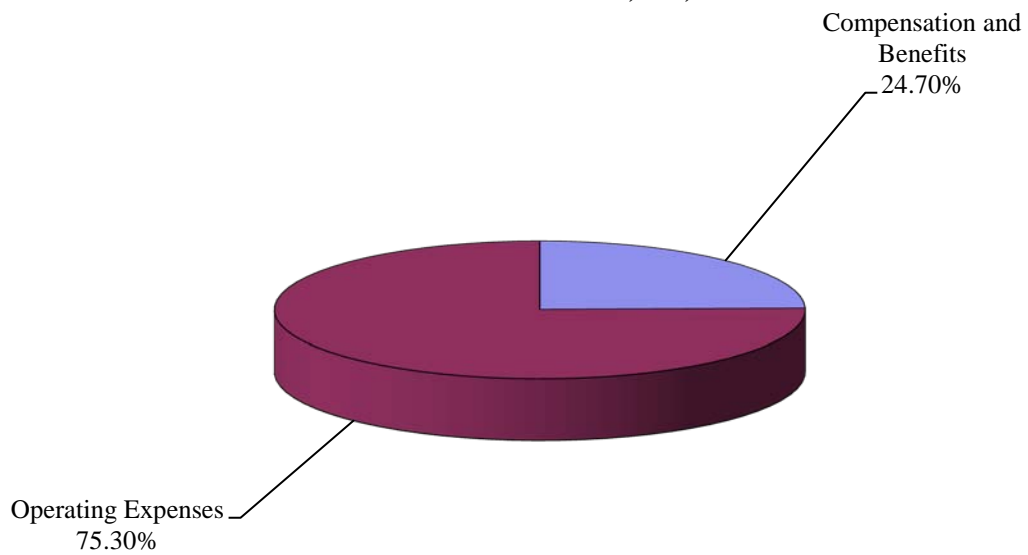


CENTRAL SERVICES OFFICE

**OPERATING REVENUES (SOURCES) FY 2011-2012
TOTAL BUDGET \$5,168,591**



**OPERATING EXPENDITURES (USES) FY 2011-2012
TOTAL BUDGET \$5,168,591**



Note: Total percentage may not equal 100% due to rounding.

CENTRAL SERVICES OFFICE: SUMMARY

MISSION STATEMENT:

Contributing to enhancing and ensuring Brevard County's quality of life by acquiring and maintaining cost-effective and quality goods and services to support County Government operations; providing accurate accounting and reporting of all County owned real and tangible property; and providing cost effective and readily available fuel supplies and maintenance of County automobiles and small trucks.

PROGRAMS AND SERVICES:

Asset Management:

Capital assets accountability and control; annual physical inventories; Construction project and infrastructure recording and reconciliation

Surplus property collection, re-distribution and disposal; County-owned vehicle and boat registrations

Maintenance of SAP Asset Module; Board Agenda distribution; Board Resolution framing

Fleet Services:

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

Purchasing Services:

Competitive acquisition of commodities and services; Competitive procurement of professional consultant and construction services

Ensure compliance with federal, state, and local regulations for procurement and contracting actions; Maintenance of SAP Purchasing Module

Contract monitoring and review; Clerk to the Special Magistrate

TRENDS AND ISSUES:

The FY2012 Central Services Office budget is descriptive of the ongoing challenge of providing mandated and Board directed support at effective and efficient levels while facing continuing funding reductions. The services provided by the Central Services Office involving the procurement of goods and services and the accountability of assets are mandated by various federal, state, and local laws and rules to provide assurances to the public that County Government is upholding its fiduciary responsibilities in the use of public funds and tangible assets. Budgetary issues relate to the sustainability of service levels to meet the demands and expectations placed on programs.

As County vehicles must continue to be utilized further into their useful lives, and replacements delayed due to budget constraints, maintenance and repair costs and vehicle down-times are expected to increase. Determining bidders' qualifications and abilities to perform the required work remains a challenge as bidders and contractors attempt to expand into new business areas with existing resources. Both the Consumer Price Index and the Producer Price Index have risen over the last several months and are expected to continue to rise for the next several months. This indicates that the costs for goods and services will continue to rise as well. Fuel prices have risen dramatically over the last several months and are expected to continue to rise throughout fiscal year 2011 and into fiscal year 2012. This will have an impact on not only Fleet Services' pass-through budget, but also on the operating budgets of most County departments.

For the first half of fiscal year 2011 the average cost of diesel and gasoline billed to County departments was \$2.72/gal and \$2.63/gal, respectively. The April 2011 Department of Energy projections predict retail fuel prices may continue to escalate and will be in the average \$3.80 to \$4.07/gal range for gasoline and diesel for the calendar year 2012.

MAJOR SERVICE LEVEL IMPACTS:

There are no major service level impacts for FY2011-2012 for the Central Services Department.

CENTRAL SERVICES OFFICE: DEPARTMENT SUMMARY

DEPARTMENT REVENUES AND EXPENDITURES

	Actual FY2009-2010	Final Budget FY2010-2011	Adopted Budget FY2011-2012	Difference Inc/(Dec)	% 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	\$4,170,114	\$4,431,253	\$4,645,583	\$214,330	4.84%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$3,675	\$11,949	\$4,000	(\$7,949)	(66.52%)
Statutory Reduction	\$0	(\$221,735)	(\$232,479)	(\$10,744)	4.85%
<i>Operating Revenues:</i>	\$4,173,789	\$4,221,467	\$4,417,104	\$195,637	4.63%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$789,837	\$1,129,749	\$751,487	(\$378,262)	(33.48%)
Transfers - Others	\$9,951	\$0	\$0	\$0	0.00%
Other Finance Sources	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues:</i>	\$799,788	\$1,129,749	\$751,487	(\$378,262)	(33.48%)
TOTAL REVENUES:	\$4,973,576	\$5,351,216	\$5,168,591	(\$182,625)	(3.41%)
EXPENDITURES:					
Compensation and Benefits	\$1,379,797	\$1,304,483	\$1,276,732	(\$27,751)	(2.13%)
Operating Expenses	\$3,246,231	\$3,796,768	\$3,891,859	\$95,091	2.50%
Capital Outlay	\$0	\$11,455	\$0	(\$11,455)	(100.00%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures:</i>	\$4,626,027	\$5,112,706	\$5,168,591	\$55,885	1.09%
CIP	\$0	\$238,510	\$0	(\$238,510)	(100.00%)
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	\$238,510	\$0	(\$238,510)	(100.00%)
TOTAL EXPENDITURES:	\$4,626,027	\$5,351,216	\$5,168,591	(\$182,625)	(3.41%)
PERSONNEL:					
Full-time Positions	24.00	24.00	24.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	24.00	24.00	24.00	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

	Actual FY2009-2010	Final Budget FY2010-2011	Adopted Budget FY2011-2012	Difference Inc/(Dec)	% 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	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues:</i>	\$0	\$0	\$0	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$453,499	\$436,971	\$424,704	(\$12,267)	(2.81%)
Transfers - Others	\$0	\$0	\$0	\$0	0.00%
Other Finance Sources	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues:</i>	\$453,499	\$436,971	\$424,704	(\$12,267)	(2.81%)
TOTAL REVENUES:	\$453,499	\$436,971	\$424,704	(\$12,267)	(2.81%)
EXPENDITURES:					
Compensation and Benefits	\$439,679	\$406,461	\$401,297	(\$5,164)	(1.27%)
Operating Expenses	\$20,840	\$30,510	\$23,407	(\$7,103)	(23.28%)
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures:</i>	\$460,519	\$436,971	\$424,704	(\$12,267)	(2.81%)
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:	\$460,519	\$436,971	\$424,704	(\$12,267)	(2.81%)
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	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

ASSET MANAGEMENT: PROGRAM PROFILE

BUDGET ANALYSIS:

REVENUES:

Non-Operating Revenues decrease 2.81% (\$12,267) due to a General Fund transfer decrease as a result of reduced operating expenses.

EXPENDITURES:

Operating Expenditures decrease 2.81% primarily due to a 23.28% (7,103) decrease in operating expenses as result of a reduction in operating supply expenses . Compensation and Benefits decrease 1.27% (\$5,164) as a result of FRS changes.

PROGRAM CHANGES:

NONE REQUESTED

ASSET MANAGEMENT: PERFORMANCE MEASURES

GOALS:					
Maintain quality accounting, reporting, and control practices for the County's assets in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles.					
Succession planning in preparation for anticipated retirement.					
Increase the customer satisfaction ratings for our internal and external services.					
Increase the marketing of our surplus sales in order to broaden our customer base and increase the sales revenue brought in to the County.					
FY 2010 - 2011 MAJOR ACCOMPLISHMENTS:					
1. Completion of 100% of physical inventory.					
2. Succession Planning.					
3. Audit review/results (for CAFR).					
FY 2011 - 2012 INITIATIVES:					
1. Cross-training through the expanded use of written procedures produced by the staff.					
2. Implement the use of Facebook and other electronic resources for surplus auction notifications.					
3. Create a surplus request tool on The BEACH for redistribution of surplus equipment.					
FOCUS AREA	OBJECTIVES	MEASURES	ACTUAL FY 2009-2010	TARGET FY 2010-2011	TARGET FY 2011-2012
1.0 CUSTOMER	1.1 Fulfill Workload Requirements	Dollar Surplus Sales Revenue	\$468,190	\$600,000	\$500,000
		Number of capital assets recorded	31,500	31,055	31,055
	1.2 Increase Customer Satisfaction	% Customer Satisfaction - Internal	95%	100%	100%
		% Customer Satisfaction - External	100%	100%	100%
	1.3 Expand Community Outreach	Number of public sales/Number of Bid Sales bidders	10/1150	11/1265	12/1380
2.0 OPERATIONAL EFFECTIVENESS/ EFFICIENCY	2.1 Improve Effectiveness	Redistribution and sale of surplus property (# of items)	5823	6114	6419
	2.2 Increase Efficiency	Ratio of surplus sales revenue to total program budget	\$1.03:\$1.00	\$1.37:\$1.00	\$1.14:\$1.00
3.0 EMPLOYEE DEVELOPMENT & INNOVATION	3.1 Improve Employee Engagement	Employee Engagement Rating ¹ :			
	3.2 Improve Workforce Development	% of employee evaluations completed on-time	100%	100%	100%
		Number of development plans created	6	6	6
		Number of training hours provided per employee	19	18	18
4.0 FINANCIAL MANAGEMENT	4.1 Meet Financial & Budget Requirements	Operating Budget Vs Operating Actual	101.6%	95%	100%

(1) The Employee Engagement Rating is based on a bi-annual survey, previously completed in FY 2010. These results are reported by department, thus, no ratings are available for programs.

FLEET SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2009-2010	Final Budget FY2010-2011	Adopted Budget FY2011-2012	Difference Inc/(Dec)	% 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	\$4,168,494	\$4,431,253	\$4,645,583	\$214,330	4.84%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$3,675	\$4,000	\$4,000	\$0	0.00%
Statutory Reduction	\$0	(\$221,735)	(\$232,479)	(\$10,744)	4.85%
<i>Operating Revenues:</i>	\$4,172,168	\$4,213,518	\$4,417,104	\$203,586	4.83%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$0	\$366,045	\$0	(\$366,045)	(100.00%)
Transfers - Others	\$9,951	\$0	\$0	\$0	0.00%
Other Finance Sources	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues:</i>	\$9,951	\$366,045	\$0	(\$366,045)	(100.00%)
TOTAL REVENUES:	\$4,182,119	\$4,579,563	\$4,417,104	(\$162,459)	(3.55%)
EXPENDITURES:					
Compensation and Benefits	\$623,931	\$584,007	\$561,403	(\$22,604)	(3.87%)
Operating Expenses	\$3,214,311	\$3,753,271	\$3,855,701	\$102,430	2.73%
Capital Outlay	\$0	\$3,775	\$0	(\$3,775)	(100.00%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures:</i>	\$3,838,242	\$4,341,053	\$4,417,104	\$76,051	1.75%
CIP	\$0	\$238,510	\$0	(\$238,510)	(100.00%)
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	\$238,510	\$0	(\$238,510)	(100.00%)
TOTAL EXPENDITURES:	\$3,838,242	\$4,579,563	\$4,417,104	(\$162,459)	(3.55%)
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	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

FLEET SERVICES: PROGRAM PROFILE

BUDGET ANALYSIS:

REVENUES:

Operating Revenues reflect increase of 4.83% or \$203,586 for fees for services associated with pass through charges for fuel and parts. This includes a projected increase in the cost of required parts and projected increase in fuel costs.

Non-Operating Revenues decreased 100% (\$366,045) due to previous year's recognition of one time general fund transfer to replace underground fuel tank.

EXPENDITURES:

Operating Expenditures increase 1.75% or \$76,051 due to an increase of 2.73% or \$102,430 in operating expenses related to increased parts costs, deferring vehicle replacements and increased fuel costs. Compensating and Benefits decrease 3.87% (\$22,604) as a result of FRS changes.

Non-Operating Expenditures decreased 100% (\$238,510) due to the completion of Fleet Service Projects.

PROGRAM CHANGES:
NONE REQUESTED

FLEET SERVICES: PERFORMANCE MEASURES

GOALS:

Maintain operational efficiency and safety and extend maximum usable life of County vehicles and equipment.
 Ensure a continuous and safe supply of fuel at the 9 fuel sites around the County.
 Provide efficient collection, storage, and redistribution services for surplus vehicles and heavy equipment to other County departments and for public auctions.

FY 2010 - 2011 MAJOR ACCOMPLISHMENTS:

1. Consolidation of supervisory and parts/storekeeping duties for Fleet Services and Road & Bridge Equipment Maint.
2. Replace underground fuel storage tanks with above-ground tanks, Phase 1.
3. Cross-training staff on fleet management and fuel management data systems and report generation.

FY 2011 - 2012 INITIATIVES:

1. Replace underground fuel storage tanks with above-ground tanks, Phase II.
2. Cross-training through the expanded use of procedures written by staff.
3. Develop contracts for parts and supplies in order to reduce expenses for those items.

FOCUS AREA	OBJECTIVES	MEASURES	ACTUAL FY 2009-2010	TARGET FY 2010-2011	TARGET FY 2011-2012
1.0 CUSTOMER	1.1 Fulfill Workload Requirements	Number of repair and maint. work orders opened	2,890	4,400	4,475
	1.2 Increase Customer Satisfaction	Internal customer survey - % satisfaction (survey to be created and deployed FY11)	N/A	95%	95%
2.0 OPERATIONAL EFFECTIVENESS/EFFICIENCY	2.1 Improve Effectiveness	Avg. days out of service for repair (the fleet's age is rising)	2.11	2.12	2.12
	2.2 Increase Efficiency	Average days for invoice processing	6	4	3
3.0 EMPLOYEE DEVELOPMENT & INNOVATION	3.1 Improve Employee Engagement	Employee Engagement Rating ¹ :			
	3.2 Improve Workforce Development	% of employee evaluations completed on-time	96%	100%	100%
		Number of development plans created	8	8	8
		Number of training hours provided (per employee)	9	7	7
4.0 FINANCIAL MANAGEMENT	4.1 Meet Financial & Budget Requirements	Operating Budget Vs Operating Actual	96%	100%	100%
		CIP Actual % of Utilization Vs Budget	N/A	100%	100%
		% of CIP projects completed Vs Plan	N/A	100%	100%

(1) The Employee Engagement Ratings is based on a bi-annual survey, previously completed in FY 2010. Survey Results will be available again in FY 2012. These results are reported by department, thus, no ratings are available for programs.

PURCHASING SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2009-2010	Final Budget FY2010-2011	Adopted Budget FY2011-2012	Difference Inc/(Dec)	% 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	\$1,620	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$7,949	\$0	(\$7,949)	(100.00%)
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues:</i>	\$1,620	\$7,949	\$0	(\$7,949)	(100.00%)
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$336,338	\$326,733	\$326,783	\$50	0.02%
Transfers - Others	\$0	\$0	\$0	\$0	0.00%
Other Finance Sources	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues:</i>	\$336,338	\$326,733	\$326,783	\$50	0.02%
TOTAL REVENUES:	\$337,958	\$334,682	\$326,783	(\$7,899)	(2.36%)
EXPENDITURES:					
Compensation and Benefits	\$316,186	\$314,015	\$314,032	\$17	0.01%
Operating Expenses	\$11,080	\$12,987	\$12,751	(\$236)	(1.82%)
Capital Outlay	\$0	\$7,680	\$0	(\$7,680)	(100.00%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures:</i>	\$327,267	\$334,682	\$326,783	(\$7,899)	(2.36%)
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:	\$327,267	\$334,682	\$326,783	(\$7,899)	(2.36%)
PERSONNEL:					
Full-time Positions	8.00	8.00	8.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	8.00	8.00	8.00	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: PROGRAM PROFILE

BUDGET ANALYSIS:

REVENUES:

Operating Revenues decrease 100% (\$7,949), due to previous fiscal year's recognition of miscellaneous revenues resulting from a one time contract rebate.

Non-Operating Revenues increase reflects a 0.02% or \$50.00 increase in the general fund transfer.

EXPENDITURES:

Operating Expenditures decrease 2.36% (\$7,899) primarily due to the (\$7,680) decrease in capital outlay expenses associated with previous year's one time contract rebate.

PROGRAM CHANGES:

NONE REQUESTED

PURCHASING: PERFORMANCE MEASURES

GOALS:					
Employ cost-effective, efficient, and innovative methods to obtain the best value for products and services and promote the best interest of Brevard County through fair and open competitive procurement of materials, supplies, equipment and services at the best price, best value and in a timely manner consistent with the established quality standards of the County.					
Centralized monitoring of contracts and agreements to ensure proper accountability and development of contracts for commodities, services and fixed-price contracts by all County agencies.					
FY 2010 - 2011 MAJOR ACCOMPLISHMENTS:					
1. Implementation of new Contract Data System.					
FY 2011 - 2012 INITIATIVES:					
1. Formation of a local purchasing cooperative.					
2. Cost containment activities conducted by staff in order to reduce expenses.					
FOCUS AREA	OBJECTIVES	MEASURES	ACTUAL FY 2009-2010	TARGET FY 2010-2011	TARGET FY 2011-2012
1.0 CUSTOMER	1.1 Fulfill Workload Requirements	# of competitive solicitations resulting in contracts	174	127	140
		# of contract agreements entered into Contract Data System **	1,506	N/A	N/A
		# of protests received	10	9	9
	1.2 Increase Customer Satisfaction	Customer satisfaction survey results (% satisfied)	96%	100%	100%
	1.3 Expand Community Outreach	Number of procurement events to promote doing business with Brevard County	5	7	7
2.0 OPERATIONAL EFFECTIVENESS/ EFFICIENCY	2.1 Improve Effectiveness	% of formal term contracts renewed on a timely basis	97%	100%	100%
	2.2 Increase Efficiency	Program cost per purchase order	\$69.56	\$56	\$52
		Ratio of cost avoidance from competitive procurements to total program budget	\$74.95:\$1.00	\$75.00:\$100	\$75.00:\$1.00
		% of contracts in compliance	95%	100%	100%
3.0 EMPLOYEE DEVELOPMENT & INNOVATION	3.1 Improve Employee Engagement	Employee Engagement Rating ¹ :			
	3.2 Improve Workforce Development	% of employee evaluations completed on-time	100%	100%	100%
		Number of development plans created	6	6	6
		Number of training hours provided	17	12	12
4.0 FINANCIAL MANAGEMENT	4.1 Meet Financial & Budget Requirements	Operating Budget Vs Operating Actual	97%	97%	100%

(1) The Employee Engagement Rating is based on a bi-annual survey, previously completed in FY 2010. These results are reported by department, thus, no ratings are available for programs.

** Implementation of new Contract Data System began in FY2011 and may affect data