

Department of Finance and Management

Department Description

The Department of Finance and Management is organized within two operational groups: the Financial Management Group and the Asset Management Group. The Director's Office provides overall coordination and policy direction for the department's fiscal, human resource and legislative processing functions.

The Financial Management Group is comprised of the Financial Management Division, which includes the budget, grants management, purchasing, performance management, and debt management offices. The budget office oversees the development, monitoring and control of the city's operating budgets. The debt management office provides coordination of the capital improvements budget and the six-year capital improvements program. The grants management office provides budget preparation and program monitoring for several federal grant programs. The purchasing office is responsible for the procurement of goods and services, including the administration of the city's procurement policies and procedures. The performance management office is responsible for the development and maintenance of performance management systems throughout the city. The city's print shop and mailroom are housed in this division as well.

The Asset Management Group is comprised of the Divisions of Facilities Management and Fleet Management as well as the construction management and real estate management offices. Facilities Management is responsible for custodial services, maintenance, energy management, and security for the City Hall complex, Police and Fire facilities, the Public Health complex, and the I-71 complex. Fleet Management maintains motorized equipment for most city departments and divisions. The division also develops and promotes citywide policies that govern acquisition, maintenance, use and disposal of vehicles. The goal is to deploy the most cost effective vehicle, reduce underutilized vehicles, and to eliminate older high-maintenance vehicles from inventories. The construction management office provides building construction and renovation project management. The real estate management office provides centralized real estate administration and casualty insurance administration.

Department Mission

To protect and to enhance the fiscal integrity and efficient management of the city while promoting the Mayor's citywide program initiatives.

Strategic Priorities for 2011

Peak Performance

- Continue Columbus*Stat, a forum for the Mayor and his chief administrators to meet with department managers through a systematic process of performance analysis, focusing on accountability using performance management dashboards to review performance. The city continues to make significant progress in collecting and cataloguing data that measures the performance of various city programs.
- Continue to implement the city's environmentally preferable purchasing program by incorporating appropriate language in bid documents, adding website information regarding environmentally preferable purchasing, researching environmentally friendly products and communicating and educating vendors and city agency staff on the program.
- Ensure that the city operates within adopted operating and capital budgets.
- Develop and promote citywide policies that will govern vehicle acquisition and maintenance. Continue work with city departments to reduce underutilized vehicles and eliminate older, high-maintenance vehicles from the city's fleet.
- Work with partners within the city and community to identify green opportunities, new fleet technological developments, and training.
- Continue to emphasize and make available opportunities for Fleet Division employees to attend Automotive Service Excellence (ASE) training, maintain ASE Blue Seal for the Fleet Division, Emergency Vehicle Technician (EVT) training, and similar certifications. Continue to build ASE Master Certifications on the floor as well as EVT Master Certifications in an effort to increase diagnostic abilities on the floor, thereby reducing supplier services expenses (outside contracts) to the City of Columbus.
- Continue to review the procurement of vehicle parts to decrease cost. Continue to use "after-market" parts, without compromising quality standards or performance.
- Continue with the design of the new Southside Family Health Center. The center will be located on Parsons Avenue on or near the site of the former John R. Maloney Center. This center will provide much needed health services for families living on the south side of Columbus and help spur economic development in the area. Construction is to start in 2012.
- Continue to review and update city real estate lease and license agreements. The real estate management office will continue to work toward standardizing these documents to ensure that proper terms and protections are included in all city real estate leases and licenses. In addition, the office will assist other city departments with the acquisition of land and facilities, either for purchase or lease in order to meet operational needs.

- Continue to review and update real property and personal property risk exposure and acquire cost-effective insurance protection to minimize expenses from loss.
- Develop and establish citywide policies governing the use of city property by non-city entities in order to ensure consistency and protect city revenue and assets.
- Continue to review city real estate assets to identify and dispose of property identified as “surplus” to effectively manage expenses and generate revenues.
- Evaluate city building way-finding signage to begin development of a standardized signage program for city-wide application.
- Install high efficiency lighting retrofits at up to 26 fire stations, and complete mechanical and building envelope upgrades at the Central Safety Building. Significant projects that remain in construction through the balance of 2011 include infrastructure improvements at the Municipal Courts Building and renovations to the new City Hall garage purchased in 2010. Construction Management also continues work on many smaller projects which are in various stages of completion.
- Institute new preventive maintenance programs for heating and cooling systems and for roofs on the facilities under the Facilities Division purview. These programs will reduce overall maintenance costs, help prevent major equipment failures and extend the life of existing building systems.
- Complete energy usage data entry for 150 of the city's buildings registered with Energy Star. Energy Star is a program founded by the United States Environmental Protection Agency and United States Department of Energy to help businesses, governments, and citizens save money and protect the environment through energy efficiency. This effort will enable the city to target energy efficiency efforts at facilities most in need. This will lead to better energy utilization, increased cost savings and reduce the city's carbon footprint.
- Continue the master space planning processes at the Municipal Court Building and the Piedmont and Carolyn Avenue Complex to ensure efficient and cost-effective management of city real property assets.

Safety

- Design of the new police property room and the crime lab. Both functions will be located in a building on Woodrow Avenue. In addition, numerous police substations and other safety facility upgrades and improvements will be completed.
- Continue to monitor personnel levels of the city's safety forces in light of the Deferred Retirement Option Plan (DROP) and its potential impact on staffing levels, and develop contingency plans to address various scenarios.
- Prepare for possible public emergencies and make facilities safer for citizens and city employees.

Downtown Development

- Construction is scheduled to begin on the renovation and reuse of the Old Police Headquarters building located at 120 West Gay Street. Various city departments will be relocated from obsolete, high maintenance buildings to this LEED certified facility upon project completion.

Customer Service

- Continue fleet and purchasing consumer panel meetings as a means to identify and resolve customer service issues and identify opportunities for improvement.
- Continue to upgrade security protocols at various locations. These upgrades will include enhanced training regimens, improvements to standard operating procedures, possible changes in facility layouts and equipment upgrades. Methods to identify improved monitoring and control of employee/visitor traffic into administrative buildings will also be reviewed.
- Pursue replacement of the facilities management work order system. The current system no longer serves the needs of the division. Replacement of this system will provide building and trade specific monitoring and cost control. This will allow the division to better manage labor hours, travel time, and inventory levels.
- Continue to refine operations and increase efficiencies by moving satellite facilities into the Groves Road fleet facility.
- Develop and refine strategies to maximize grant dollars for “greening” the city’s vehicle fleet. Fleet Management will complete construction of a CNG station at Groves Road. Fleet will continue to work with the Finance and Management Department as well as other agencies in regard to the capital budgeting process to secure grant dollars for capital equipment.
- Continue to apply for various fleet related awards to garner positive publicity for improved processes and activities within the City of Columbus, i.e. “100 Best Fleets” and “Green Fleet Awards” through Government Fleet.

Neighborhoods

- Honor the good neighbor agreement with adjacent property owners and businesses of the fleet maintenance facility on Groves Road.
- Recognize and respect that many of the city’s buildings and facilities are located within and adjacent to neighborhoods throughout the city.

Education

- Educate internal stakeholders regarding services offered by the department and how to best access and utilize these services.

2011 Budget Notes

Financial Management

- In 2011, \$1.3 million is budgeted for the city's contract with the public defender, which provides legal counsel to indigent persons charged with criminal offenses.
- Various items are initially budgeted in the Finance and Management Department and are transferred, as needed, to other departments throughout the year. In 2011, this includes projected legal expenses, economic development incentive moneys and a deposit to the anticipated expenditure fund. Additionally, in 2011, \$1 million will be added to the Financial Management "citywide" transfer account to replace desktop computers in general fund agencies that are determined to be obsolete or in a state of disrepair. Computer accessories and some software licenses for general fund agencies will also be funded via this account.
- As was the case in 2010, all projected internal service charges to general fund agencies for technology services are budgeted in the Financial Management Division in 2011. This has proven to reduce the volatility of projections for the general fund.

Facilities Management

- Facilities Management's 2011 budget includes over \$6.6 million to pay utility bills on behalf of other city agencies.
- In addition to utility expenses, approximately \$300,000 is budgeted for custodial contracts for the Police and Fire academies and \$320,000 for the Columbus Public Health facility.
- In 2011, \$200,000 is added to the Facilities Management budget for a safety surveillance program. Of this total, \$180,000 will be used for staffing to monitor surveillance cameras. The remaining \$20,000 will be used to train these employees on optimal and appropriate monitoring techniques.
- Funding to expand the city's recycling program to recreation and neighborhood pride centers is being provided in 2011.
- In 2007, the 1111 East Broad Street operations fund was established to provide a dedicated repository for rental payments from non-city occupants of that building (now called the Jerry Hammond Building) as well as other non-rental revenue. In 2011, revenue to the fund is projected to total nearly \$1.5 million. This, coupled with the projected 2010 year-end carryover of \$222,385, will net a pool of resources for operation of the building totaling \$1.7 million.

Fleet Management

- The Fleet Management Division's labor charge is \$70 per hour for light duty vehicles and \$90 per hour for heavy duty vehicles. The mark-up on parts remains at 22 percent, the mark-up on professional services and credit card fuel purchases remains at 5 percent, and the markup on fuel remains at 24 cents per gallon.
- General fund moneys totaling \$2 million are budgeted to replace safety vehicles and other light duty cars and trucks.
- Fuel prices are budgeted at a wholesale cost. Every one cent fluctuation in the price of fuel relates to \$36,000 in savings or additional expense. Given the volatility of fuel prices over the past several months, this is an expense that will be closely monitored.

Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Administration	\$ 3,326,012	\$ 2,897,894	\$ 3,172,812	\$ 2,390,588	\$ 2,858,587
Finance Citywide	10,000	-	5,587,466	1,786,000	21,087,798
Citywide Technology Billings	12,389,728	11,554,497	12,799,508	12,408,736	13,084,178
Financial Management	7,510,907	6,289,828	7,107,235	6,194,844	6,095,772
Facilities Management	16,282,845	14,958,706	15,970,199	15,418,196	16,925,546
Fleet Management	34,774,859	27,686,725	30,929,543	29,348,892	32,567,437
TOTAL	\$ 74,294,351	\$ 63,387,650	\$ 75,566,763	\$ 67,547,256	\$ 92,619,318

DIVISION SUMMARY BY CHARACTER					
ADMINISTRATION GENERAL FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 2,150,922	\$ 1,819,931	\$ 1,889,931	\$ 1,258,033	\$ 1,556,658
Materials & Supplies	6,066	5,390	4,950	4,513	6,275
Services	107,737	112,700	130,012	108,794	138,178
Capital Outlay	-	-	-	-	27,500
TOTAL	\$ 2,264,725	\$ 1,938,021	\$ 2,024,893	\$ 1,371,340	\$ 1,728,611
ADMINISTRATION EMPLOYEE BENEFITS FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Services	\$ 237,315	\$ 241,090	\$ 295,000	\$ 295,000	\$ 315,000
TOTAL	\$ 237,315	\$ 241,090	\$ 295,000	\$ 295,000	\$ 315,000

DIVISION SUMMARY BY CHARACTER

FINANCIAL MANAGEMENT GENERAL FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 2,461,356	\$ 2,400,163	\$ 2,420,846	\$ 2,285,931	\$ 2,509,524
Materials & Supplies	8,524	8,067	11,525	8,471	12,575
Services	2,582,735	1,479,377	1,840,837	1,303,829	1,463,964
Transfers	10,000	-	5,587,466	1,786,000	21,087,798
Citywide Technology Billings	12,389,728	11,554,497	12,799,508	12,408,736	13,084,178
TOTAL	\$ 17,452,343	\$ 15,442,104	\$ 22,660,182	\$ 17,792,967	\$ 38,158,039
FINANCIAL MANAGEMENT CDBG FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 506,575	\$ 338,893	\$ 333,540	\$ 288,636	\$ 350,177
Materials & Supplies	400	892	4,000	3,547	6,000
Services	195,507	176,900	210,133	190,520	211,100
Other Disbursements	165,889	48,830	60,000	8,588	20,000
Transfers	-	107,486	-	-	-
TOTAL	\$ 868,371	\$ 673,001	\$ 607,673	\$ 491,291	\$ 587,277
FINANCIAL MGMT - PRINT PRINT and MAIL SERVICES FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 136,964	\$ 136,265	\$ 141,050	\$ 142,619	\$ 149,747
Materials & Supplies	29,077	40,131	34,065	34,012	34,233
Services	76,368	77,623	82,366	82,266	84,825
TOTAL	\$ 242,409	\$ 254,019	\$ 257,481	\$ 258,897	\$ 268,805

DIVISION SUMMARY BY CHARACTER

FINANCIAL MGMT - MAIL PRINT and MAIL SERVICES FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 136,900	\$ 132,693	\$ 141,095	\$ 140,333	\$ 145,277
Materials & Supplies	2,500	3,106	3,774	2,950	3,700
Services	1,208,112	1,205,578	1,257,375	1,044,594	1,104,650
TOTAL	\$ 1,347,512	\$ 1,341,377	\$ 1,402,244	\$ 1,187,877	\$ 1,253,627
FINANCIAL MANAGEMENT NEIGHBORHOOD STABILIZATION FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ -	\$ 133,824	\$ 566,629	\$ 634,183	\$ -
Services	-	-	-	24,365	-
TOTAL	\$ -	\$ 133,824	\$ 566,629	\$ 658,548	\$ -

DIVISION SUMMARY BY CHARACTER					
FACILITIES MANAGEMENT					
GENERAL FUND					
EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 4,920,571	\$ 4,676,344	\$ 5,269,922	\$ 4,941,191	\$ 5,371,313
Materials & Supplies	391,789	374,402	366,808	366,808	534,000
Services	8,992,779	8,365,127	8,716,216	8,495,564	9,331,103
Other Disbursements	418	-	15,750	2,755	15,750
Capital	9,384	-	-	-	-
Transfers	491,702	-	-	-	-
TOTAL	\$ 14,806,643	\$ 13,415,873	\$ 14,368,696	\$ 13,806,318	\$ 15,252,166
FACILITIES MANAGEMENT 1111					
E. BROAD ST. OPERATIONS					
SPECIAL REVENUE FUND					
EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Materials & Supplies	\$ -	\$ 30,378	\$ 50,700	\$ 25,000	\$ 36,000
Services	1,476,202	1,436,022	1,550,803	1,586,878	1,637,380
Transfers	-	76,433	-	-	-
TOTAL	\$ 1,476,202	\$ 1,542,833	\$ 1,601,503	\$ 1,611,878	\$ 1,673,380

DIVISION SUMMARY BY CHARACTER					
FLEET MANAGEMENT GENERAL FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Capital	\$ 1,074,253	\$ 221,921	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000
TOTAL	\$ 1,074,253	\$ 221,921	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000

DIVISION SUMMARY BY CHARACTER					
ADMINISTRATION FLEET MANAGEMENT FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 823,972	\$ 718,783	\$ 852,919	\$ 724,248	\$ 814,976
TOTAL	\$ 823,972	\$ 718,783	\$ 852,919	\$ 724,248	\$ 814,976

DIVISION SUMMARY BY CHARACTER					
FLEET MANAGEMENT FLEET MANAGEMENT FUND EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 9,406,605	\$ 8,905,359	\$ 9,712,608	\$ 9,140,623	\$ 9,831,703
Materials & Supplies	17,598,414	12,400,457	14,177,619	12,801,879	14,125,781
Services	4,193,428	3,551,449	3,578,193	3,928,819	4,052,902
Principal	1,380,000	1,489,812	1,420,000	1,421,000	1,455,800
Other Disbursements	639	645	-	9,500	9,500
Capital	-	54,576	30,000	16,146	50,000
Interest	1,121,520	1,062,506	1,011,123	1,030,925	1,041,751
TOTAL	\$ 33,700,606	\$ 27,464,804	\$ 29,929,543	\$ 28,348,892	\$ 30,567,437

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
General Fund	\$ 35,597,964	\$ 31,017,919	\$ 40,053,771	\$ 33,970,625	\$ 57,138,816
1111 E. Broad Street Fund	1,476,202	1,542,833	1,601,503	1,611,878	1,673,380
Employee Benefits Fund	237,315	241,090	295,000	295,000	315,000
Print and Mail Services Fund	1,589,921	1,595,396	1,659,725	1,446,774	1,522,432
Fleet Management	34,524,578	28,183,587	30,782,462	29,073,140	31,382,413
CDBG Fund	868,371	673,001	607,673	491,291	587,277
Neighborhood Stabilization Fund	-	133,824	566,629	658,548	-
TOTAL	\$ 74,294,351	\$ 63,387,650	\$ 75,566,763	\$ 67,547,256	\$ 92,619,318

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2008 Actual	2009 Actual	2010 Budgeted	2011 Budgeted
Administration					
General Fund	FT	22	20	21	21
Fleet Management Fund	FT	8	7	7	7
Financial Management					
General Fund	FT	24	25	26	26
Print Services	FT	2	2	2	2
Mailroom Services	FT	2	2	2	2
Community Dev. Block Grant	FT	5	3	3	3
Neighborhood Stabilization Fund	FT	0	2	2	2
Facilities Management					
General Fund	FT	76	71	72	73
	PT	15	13	14	15
Fleet Management					
Fleet Management Fund	FT	122	114	127	127
	PT	3	3	3	3
TOTAL		279	262	279	281
*FT=Full-Time PT=Part-Time					

**2011 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Finance and Management Administration	To provide direction to all Finance and Management operations with the ultimate goal of protecting and enhancing the fiscal integrity of the city and efficiently operating city facilities.	\$ 1,960,829	\$ 2,127,290	\$ 2,126,608	\$ 1,917,440	12	13	12	12
Real Estate Management	To provide for: management, acquisition, sale, and leasing of real property (other than rights-of-way and utility easements) used in city operations; stewardship of all records of city-owned property, leases, deeds and other instruments as evidence of title; and administration of the city's property risk program.	\$ 954,547	\$ 530,684	\$ 508,182	\$ 428,303	6	5	5	5
Construction Management	To provide supervision and management of contracts for the design, construction, renovation or repair of buildings used in city operation.	\$ 659,147	\$ 619,795	\$ 538,022	\$ 512,844	6	4	5	5

2011 Operating Budget
Department of Finance and Management

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Print Shop/Copy Center	To provide timely and quality print and copy services to city agencies.	\$ 262,798	\$ 260,424	\$ 257,481	\$ 268,805	2	2	2	2
Mailroom Services	To provide timely and accurate receipt, processing, and distribution of City of Columbus mail.	\$ 1,127,935	\$ 1,504,012	\$ 1,402,244	\$ 1,253,627	2	2	2	2
Purchasing	To promote cost-effective city operations by acquiring high-quality goods and services at the lowest price and by selling surplus goods at the highest price.	\$ 1,234,546	\$ 1,114,934	\$ 1,063,165	\$ 1,111,878	14	13	13	13
Budget	To produce an annual budget and to provide financial monitoring information and analyses to city management so that they can have useful, credible, accurate and timely financial information from which to make informed decisions.	\$ 2,211,348	\$ 2,431,122	\$ 2,538,455	\$ 2,175,290	7	7	7	7
Performance Management	To provide program performance analysis and reporting services to city management and department staff so they can make more-informed decisions to improve the quality and efficiency of city services.	\$ 451,833	\$ 437,642	\$ 430,377	\$ 448,677	4	4	4	4

Finance and Management

2011 Operating Budget
Department of Finance and Management

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Debt Management	To coordinate the city's capital improvements budget and capital improvements plan, and to provide debt management services to city departments.	\$ 239,839	\$ 237,905	\$ 241,211	\$ 250,218	2	2	2	2
Grants Management	To ensure that the City of Columbus is in fiscal and programmatic compliance with CDBG, HOME, ESG, HOPWA and NSP grant programs.	\$ 946,751	\$ 797,800	\$ 1,174,302	\$ 587,277	5	5	5	5
Financial Management Administration-Citywide Account	A holding account for later transfer to general fund divisions.	\$ 2,409,775	\$ 2,400,000	\$ 5,587,466	\$ 21,087,798	0	0	0	0
Citywide Technology Billings	To provide financial monitoring and account for general fund technology internal billings.	\$ 13,122,473	\$ 12,291,852	\$ 12,799,508	\$ 13,084,178	0	0	0	0
Fleet Parts Room Operation	To provide all city repair facilities with quality parts efficiently and effectively while maintaining a minimal inventory.	\$ 15,857,887	\$ 18,116,901	\$ 15,920,476	\$ 16,111,334	7	9	7	6

**2011 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Tire Shop	To provide assorted sizes of tires for city autos and trucks so service can be made to the vehicles in a timely, efficient manner, while maintaining a minimal inventory to remain cost efficient.	\$ 199,972	\$ 707,702	\$ 827,331	\$ 843,211	3	4	5	4
Body Shop	To provide timely and cost effective repairs to auto body and upholstery repairs to city vehicles, which suffer damage due to accidents or normal wear. Also, to make ready new vehicles for city use in the application of any special decals or effects.	\$ 356,424	\$ 270,630	\$ 288,273	\$ 304,803	5	4	4	4
Transportation	To provide on-site vehicle repairs and preventive maintenance to all Transportation vehicles in a timely and cost efficient manner.	\$ 999,568	\$ -	\$ -	\$ -	14	0	0	0
Auto Shop	To provide timely and effective repairs as well as preventive maintenance to the automotive equipment brought in by our customers.	\$ 2,321,950	\$ 1,675,031	\$ 1,869,078	\$ 2,039,361	30	22	22	27
Truck Shop	To provide heavy truck vehicle repairs in a timely and cost efficient manner.	\$ 827,026	\$ 3,408,330	\$ 3,819,289	\$ 3,592,403	13	47	49	47

**2011 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Alum Creek	To provide on-site vehicle repairs and preventive maintenance to Refuse Collection vehicles in a timely and cost efficient manner.	\$ 450,466	\$ 492,911	\$ 455,069	\$ 399,965	8	7	6	5
Morse Rd.	To provide on-site vehicle repairs and preventive maintenance to Refuse Collection vehicles in a timely and cost efficient manner.	\$ 491,167	\$ 489,943	\$ 507,572	\$ 454,306	9	7	7	6
Georgesville Rd.	To provide on-site vehicle repairs and preventive maintenance to Refuse Collection vehicles in a timely and cost efficient manner.	\$ 593,134	\$ 504,565	\$ 541,022	\$ 564,550	10	7	7	7
Small Engine Shop	To provide small engine repairs and preventive maintenance on Recreation & Parks equipment in a timely and cost efficient manner. Also to provide boat and motorcycle repairs and preventive maintenance as requested in a timely and cost efficient manner.	\$ 350,263	\$ -	\$ -	\$ -	5	0	0	0
Marine Shop	To provide support for Fire, Police, and Recreation and Parks for all boats & motors.	\$ -	\$ 68,446	\$ 73,896	\$ -	0	1	1	0

**2011 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Motorcycle Shop	To provide support for Police motorcycles including monthly preventive maintenance and ongoing repairs.	\$ -	\$ 68,830	\$ 74,315	\$ 78,100	0	1	1	1
Customer Service	To provide a safe waiting area and related services for those end users that bring city vehicles in for quick repairs.	\$ -	\$ 267,699	\$ 392,741	\$ 413,735	0	4	5	5
Fire Maintenance	To provide heavy duty truck and fire apparatus repair and preventive maintenance for Fire Division equipment on site in a timely and cost efficient manner.	\$ 1,011,639	\$ -	\$ -	\$ -	16	0	0	0
Fleet Administration	To meet the Fleet Management Division's objectives by providing leadership and positive reinforcement for effective and efficient operations.	\$ 5,266,563	\$ 5,477,642	\$ 5,160,481	\$ 5,765,669	10	13	13	15
Vehicle Purchases	To provide the city's agencies with new vehicles.	\$ 130,000	\$ 717,413	\$ 1,000,000	\$ 2,000,000	0	0	0	0

**2011 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
1111 E. Broad Street	To provide a dedicated repository for rental payments from non-city occupants of the facility located at 1111 W. Broad Street as well as other non-rental revenue. The building is also known as the Jerry Hammond Center.	\$ 1,476,202	\$ 1,542,833	\$ 1,601,503	\$ 1,673,380	0	0	0	0
Building Maintenance Services	To provide an efficient and effective maintenance program ensuring customer service in all buildings under the purview of the Facilities Management Division, including 1111 E. Broad Street.	\$ 4,443,120	\$ 3,678,645	\$ 2,325,723	\$ 2,389,426	32	28	28	28
Custodial Services	To efficiently and effectively clean buildings under the purview of the Facilities Management Division.	\$ 3,526,185	\$ 3,251,812	\$ 2,768,598	\$ 2,962,367	35	33	34	34
Security	To efficiently and effectively secure and monitor buildings under the purview of the Facilities Management Division.	\$ 638,998	\$ 733,789	\$ 810,844	\$ 780,904	6	6	6	7
Energy Management	To create more energy efficiencies in buildings under Facilities Management's purview.	\$ 6,912,440	\$ 6,219,721	\$ 6,219,000	\$ 6,594,002	0	0	0	0

**2011 Operating Budget
Department of Finance and Management**

Program	Mission	<u>Financial History by Program</u>				<u>Personnel by Program</u>			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Building Maintenance Management (Contract Services)	To efficiently and effectively maintain general fund facilities through managing resources, staff, and outside contracts.	\$ 2,567,841	\$ 1,502,457	\$ 1,559,712	\$ 1,777,795	2	1	1	1
Facilities Administration	To provide oversight, leadership and management to the division staff in rendering facilities management services to general fund facilities.	\$ 644,783	\$ 612,941	\$ 684,819	\$ 747,672	2	3	3	3
		\$ 74,647,449	\$ 74,561,701	\$ 75,566,763	\$ 92,619,318	267	254	256	257

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