

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 Division facilities, the Public Health complex, and the I-71 complex. The Fleet Management Division 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 vehicles, reduce underutilized vehicles, and eliminate older high-maintenance vehicles from inventories. The construction management office provides building construction, renovation, and project management. The real estate management office provides centralized real estate administration including leasing, acquisition, disposition, 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 2012

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.
- 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.
- Update the procurement codes to reduce redundancies, allow for enhanced efficiencies and include verbiage recognizing increased use of electronic purchasing systems.
- 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.
- Begin utilizing Compressed Natural Gas (CNG) for the City's current fleet of 24 CNG vehicles. Annually, the use of CNG will displace over 55,000 gallons of diesel fuel; save \$60,000 to \$90,000 in fuel costs; and displace approximately 490 metric tons of carbon emissions.
- Continue to emphasize and make available opportunities for Fleet Division employees to attend Automotive Service Excellence (ASE) training, Emergency Vehicle Technician (EVT) training, and similar certifications as well as maintain ASE Blue Seal for the division. Continue to build ASE Master Certifications as well as EVT Master Certifications in an effort to increase diagnostic abilities, thereby reducing outside contract expenses.
- Continue to use "after-market" parts, without compromising quality standards or performance.
- Continue to review and update city real estate agreements. The real estate management office will continue to work to ensure that proper terms and protections are included in all city real estate leases and licenses. The office will also assist city agencies with the acquisition of land and facilities, either for purchase or lease in order to meet operational needs.

- Continue to monitor space utilization by city operations to identify opportunities for shared use and co-location of functions to increase efficiencies, collaboration, and reduce operating costs.
- 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.
- Continue construction management of major infrastructure improvement projects at the City Hall Campus, Municipal Courts Building as well as other various smaller projects in various stages of completion.
- Institute new preventive maintenance programs for heating and cooling systems and for roofs on city 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.
- Capture and register energy usage data (e.g. electricity, water/sewer, natural gas) for city buildings via the Energy Star Portfolio Manager. This application benchmarks the city's energy usage data with the data for other commercial, institutional, manufacturing, and government facilities, enabling the city to target energy efficiency efforts at facilities most in need, leading to better energy utilization, increased cost savings and reduction of the city's carbon footprint.
- Complete 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. Begin a similar space planning effort for the Groves Road Warehouse to consolidate various city functions and operations, and to provide much needed warehouse space.

Safety

- Continue management of construction on the new police property room and the design of the crime lab. Additionally, numerous police substations and other safety facility upgrades and improvements will be completed.
- Finalize the installation of high efficiency lighting retrofits at up to 28 fire stations. Inefficient interior lighting will be removed and replaced with energy efficient T-8 fluorescent lighting. The project reduces electricity consumption and provides better lighting throughout the stations.

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- 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

- Continue construction management on the renovation of the Old Police Headquarters building located at 120 West Gay Street, as well as the adjacent parking areas. Six 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.
- Develop and implement a facilities management work order system to provide building 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 evaluating the potential of moving fleet satellite facilities and functions into the Fleet Management Groves Road facility.
- Develop and refine strategies to maximize grant dollars for "greening" the city's vehicle fleet. Continue to seek and secure grant dollars for capital equipment.
- Install Global Positioning Satellite (GPS) technology on approximately 2,500 "on-road" city vehicles, with the objective of tracking the movement of all city owned vehicles and providing remote critical vehicle maintenance data such as oil change intervals and error code readings from the engines of city vehicles. The installation of these devices will increase efficiencies, save on fuel costs, and improve employee safety.
- Continue to apply for various fleet related awards to garner positive publicity for improved processes and activities within the city, i.e. "100 Best Fleets" and "Green Fleet Awards" through Government Fleet.
- Assist other city agencies in delivering major capital facility projects such as the Morse Road Eco Center and the Alum Creek Facility for the Division of Refuse Collection, and various outpost facility upgrades for the Department of Public Service.

Neighborhoods

- Continue to assist the Division of Police in monitoring the pilot neighborhood safety cameras that were installed in 2011. These cameras supplement ongoing patrol and enforcement in pilot neighborhoods by allowing the division to monitor activity remotely.
- 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.
- Continue the design of the new Southside Family Health Center, to 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.
- Work with the Development Department, Public Service Department and Columbus Public Health to determine facility needs and/or improvements made necessary by the transitioning of programs and services of the Southside Settlement House.
- Replace the heating ventilation and air conditioning systems of the North Market and consider other critical exterior improvements to the facility such as interior painting and tuck pointing.

Education

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

2012 Budget Notes

Financial Management

- In 2012, \$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 2012, this includes economic development incentive moneys, projected legal expenses, and deposits to the anticipated expenditure fund and the rainy day fund.
- As was the case in the past several years, all projected internal service charges to general fund agencies for technology services are budgeted in the Financial

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Management Division in 2012. This has proven to reduce the volatility of projections for the general fund.

- The budget for this division also includes \$112,689 for various citywide memberships.

Facilities Management

- Facilities Management's 2012 budget includes almost \$7.2 million to pay utility bills on behalf of other city agencies.
- In addition to utility expenses, approximately \$334,000 is budgeted for custodial contracts for the Division of Police and Fire academies and \$300,000 for the Columbus Public Health facility.

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 five percent, and the markup on fuel remains at 24 cents per gallon.
- Funds for the replacement of general fund vehicles will be financed through the special income tax fund in 2012.
- Fuel prices are budgeted at a wholesale cost. The total budget for both unleaded gasoline and diesel is \$11.3 million. 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	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Administration	\$ 2,897,894	\$ 2,766,751	\$ 2,858,587	\$ 2,576,208	\$ 2,908,754
Finance Citywide	-	-	20,787,798	12,700,000	26,932,339
Citywide Technology Billings	11,554,497	12,810,959	13,084,178	12,546,296	13,367,465
Financial Management	6,156,004	5,406,479	6,033,144	5,363,339	6,050,667
Facilities Management	14,958,706	14,822,110	16,900,546	15,516,208	17,659,321
Fleet Management	27,686,725	29,843,928	32,147,437	33,178,827	31,430,911
TOTAL	\$ 63,253,826	\$ 65,650,227	\$ 91,811,690	\$ 81,880,878	\$ 98,349,457

DIVISION SUMMARY BY OBJECT LEVEL ONE					
ADMINISTRATION GENERAL FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 1,819,931	\$ 1,635,430	\$ 1,556,658	\$ 1,435,828	\$ 1,688,330
Materials & Supplies	5,390	3,538	6,275	5,800	7,902
Services	112,700	106,231	138,178	111,209	170,385
Capital	-	-	27,500	27,500	-
TOTAL	\$ 1,938,021	\$ 1,745,199	\$ 1,728,611	\$ 1,580,337	\$ 1,866,617

DIVISION SUMMARY BY OBJECT LEVEL ONE					
ADMINISTRATION EMPLOYEE BENEFIT FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Services	\$ 241,090	\$ 295,000	\$ 315,000	\$ 294,998	\$ 325,000
TOTAL	\$ 241,090	\$ 295,000	\$ 315,000	\$ 294,998	\$ 325,000

DIVISION SUMMARY BY OBJECT LEVEL ONE					
ADMINISTRATION FLEET MANAGEMENT FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 718,783	\$ 726,552	\$ 814,976	\$ 700,873	\$ 717,137
TOTAL	\$ 718,783	\$ 726,552	\$ 814,976	\$ 700,873	\$ 717,137

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FINANCIAL MANAGEMENT GENERAL FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 2,400,163	\$ 2,286,284	\$ 2,509,524	\$ 2,301,369	\$ 2,576,390
Materials & Supplies	8,067	6,472	12,575	10,658	14,265
Services	1,479,377	1,290,443	1,463,964	1,199,888	1,495,181
Transfers	-	-	20,787,798	12,700,000	26,932,339
Citywide Technology Billings	11,554,497	12,810,959	13,084,178	\$ 12,546,296	13,367,465
TOTAL	\$ 15,442,104	\$ 16,394,158	\$ 37,858,039	\$ 28,758,211	\$ 44,385,640

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FINANCIAL MANAGEMENT CDBG FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 338,893	\$ 281,439	\$ 290,999	\$ 262,420	\$ 211,539
Materials & Supplies	892	2,997	4,500	2,800	4,500
Services	176,900	196,731	209,100	192,928	221,791
Other	48,830	8,588	20,000	10,321	20,000
Transfers	107,486	-	-	-	-
TOTAL	\$ 673,001	\$ 489,755	\$ 524,599	\$ 468,469	\$ 457,830

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FINANCIAL MGNT. - MAIL PRINT & MAIL SERV. FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 132,693	\$ 138,577	\$ 145,277	\$ 151,979	\$ 150,170
Materials & Supplies	3,106	2,700	3,740	3,050	2,941
Services	1,205,578	949,411	1,104,660	967,751	1,093,437
TOTAL	\$ 1,341,377	\$ 1,090,688	\$ 1,253,677	\$ 1,122,780	\$ 1,246,548

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FINANCIAL MGNT. - PRINT PRINT & MAIL SERV. FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 136,265	\$ 142,576	\$ 149,747	\$ 149,188	\$ 150,488
Materials & Supplies	40,131	25,965	34,233	32,628	37,323
Services	77,623	74,296	84,825	78,359	72,642
TOTAL	\$ 254,019	\$ 242,837	\$ 268,805	\$ 260,175	\$ 260,453

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FACILITIES MANAGEMENT GENERAL FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 4,676,344	\$ 4,853,419	\$ 5,371,313	\$ 5,050,430	\$ 5,724,884
Materials & Supplies	374,402	339,796	534,000	365,187	394,800
Services	8,365,127	8,191,728	9,306,103	8,620,016	9,888,257
Other	-	2,755	15,750	1,156	15,750
Capital	-	183	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ 13,415,873	\$ 13,387,881	\$ 15,227,166	\$ 14,036,789	\$ 16,023,691

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FACILITIES MANAGEMENT 1111 E. BROAD OPERATION SPECIAL REVENUE FUND EXPENDITURES SUMMARY					
	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Materials & Supplies	\$ 30,378	\$ 3,382	\$ 36,000	\$ 36,000	\$ 36,000
Services	1,436,022	1,430,847	1,637,380	1,443,419	1,599,630
Transfers	76,433	-	-	-	-
TOTAL	\$ 1,542,833	\$ 1,434,229	\$ 1,673,380	\$ 1,479,419	\$ 1,635,630

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FLEET MANAGEMENT GENERAL FUND EXPENDITURES SUMMARY					
	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Capital	\$ 221,921	\$ 1,000,000	\$ 1,580,000	\$ 1,579,741	\$ -
TOTAL	\$ 221,921	\$ 1,000,000	\$ 1,580,000	\$ 1,579,741	\$ -

DIVISION SUMMARY BY OBJECT LEVEL ONE					
FLEET MANAGEMENT FLEET MANAGEMENT FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 8,905,359	\$ 9,173,681	\$ 9,831,703	\$ 9,478,551	\$ 9,766,534
Materials & Supplies	12,400,457	13,539,964	14,125,781	15,956,893	15,409,873
Services	3,551,449	3,648,240	4,052,902	3,658,432	3,518,267
Principal	1,489,812	1,421,000	1,455,800	1,455,800	1,585,300
Other Disbursements	645	12,397	9,500	1,000	9,692
Capital	54,576	16,146	50,000	6,659	51,010
Interest	1,062,506	1,032,500	1,041,751	1,041,751	1,090,235
TOTAL	\$ 27,464,804	\$ 28,843,928	\$ 30,567,437	\$ 31,599,086	\$ 31,430,911

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
General Fund	\$ 31,017,919	\$ 32,527,238	\$ 56,393,816	\$ 45,955,078	\$ 62,275,948
1111 E. Broad St. Fund	1,542,833	1,434,229	1,673,380	1,479,419	1,635,630
Employee Benefits Fund	241,090	295,000	315,000	294,998	325,000
Print & Mail Services Fund	1,595,396	1,333,525	1,522,482	1,382,955	1,507,001
Fleet Management	28,183,587	29,570,480	31,382,413	32,299,959	32,148,048
CDBG Fund	673,001	489,755	524,599	468,469	457,830
TOTAL	\$ 63,253,826	\$ 65,650,227	\$ 91,811,690	\$ 81,880,878	\$ 98,349,457

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2009 Actual	2010 Actual	2011 Budgeted	2012 Budgeted
Administration					
General Fund	FT	20	19	21	24
Fleet Management Fund	FT	7	6	7	7
Financial Management					
General Fund	FT	25	25	26	27
Print Services	FT	2	2	2	2
Mailroom Services	FT	2	2	2	2
Community Dev. Block Grant	FT	3	3	3	3
Facilities Management					
General Fund	FT	71	69	73	73
	PT	13	12	15	16
Fleet Management					
Fleet Management Fund	FT	114	116	127	126
	PT	3	2	3	2
TOTAL		260	256	279	282
*FT=Full-Time PT=Part-Time					

Finance and Management

**2012 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 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.	\$ 2,127,290	\$ 2,126,608	\$ 1,917,440	\$ 1,902,907	13	12	11	13
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.	\$ 530,684	\$ 508,182	\$ 428,303	\$ 423,186	5	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.	\$ 619,795	\$ 538,022	\$ 512,844	\$ 582,661	4	5	5	6

**2012 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
Print Shop/Copy Center	To provide timely and quality print and copy services to city agencies.	\$ 260,424	\$ 257,481	\$ 268,805	\$ 260,453	2	2	2	2
Mailroom Services	To provide timely and accurate receipt, processing, and distribution of City of Columbus mail.	\$ 1,504,012	\$ 1,402,244	\$ 1,253,677	\$ 1,246,548	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.	\$ 1,114,934	\$ 1,063,165	\$ 1,111,878	\$ 1,221,976	13	13	13	14
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.	\$ 2,431,122	\$ 2,538,455	\$ 2,175,290	\$ 2,270,457	7	7	7	7

**2012 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
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.	\$ 437,642	\$ 430,377	\$ 448,677	\$ 343,183	4	4	4	4
Debt Management	To coordinate the city's capital improvements budget and capital improvements plan, and to provide debt management services to city departments.	\$ 237,905	\$ 241,211	\$ 250,218	\$ 250,220	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.	\$ 572,057	\$ 607,673	\$ 524,599	\$ 457,830	3	3	3	3
Financial Management Administration-Citywide Account	A holding account for later transfer to general fund divisions.	\$ 2,400,000	\$ 5,587,466	\$ 20,787,798	\$ 26,932,339	0	0	0	0
Citywide Technology Billings	To provide financial monitoring and account for general fund technology internal billings.	\$ 12,291,852	\$ 12,799,508	\$ 13,084,178	\$ 13,367,465	0	0	0	0

**2012 Operating Budget
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Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
Fleet Parts Room Operation	To provide all city repair facilities with quality parts efficiently and effectively while maintaining a minimal inventory.	\$ 18,116,901	\$ 15,920,476	\$ 16,111,334	\$ 17,178,799	9	7	6	9
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.	\$ 707,702	\$ 827,331	\$ 843,211	\$ 980,837	4	5	4	5
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.	\$ 270,630	\$ 288,273	\$ 304,803	\$ 391,653	4	4	4	5
Auto Shop	To provide timely and effective repairs as well as preventive maintenance to the automotive equipment brought in by our customers.	\$ 1,675,031	\$ 1,869,078	\$ 2,039,361	\$ 1,950,842	22	22	27	24

**2012 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
Truck Shop	To provide heavy truck vehicle repairs in a timely and cost efficient manner.	\$ 3,408,330	\$ 3,819,289	\$ 3,592,403	\$ 3,333,388	47	49	47	43
Alum Creek	To provide on-site vehicle repairs and preventive maintenance to Refuse Collection vehicles in a timely and cost efficient manner.	\$ 492,911	\$ 455,069	\$ 399,965	\$ 399,850	7	6	5	5
Morse Rd.	To provide on-site vehicle repairs and preventive maintenance to Refuse Collection vehicles in a timely and cost efficient manner.	\$ 489,943	\$ 507,572	\$ 454,306	\$ 522,692	7	7	6	7
Georgesville Rd.	To provide on-site vehicle repairs and preventive maintenance to Refuse Collection vehicles in a timely and cost efficient manner.	\$ 504,565	\$ 541,022	\$ 564,550	\$ 552,374	7	7	7	7
Marine Shop	To provide support for Fire, Police, and Recreation and Parks for all boats & motors.	\$ 68,446	\$ 73,896	\$ -	\$ -	1	1	0	0
Motorcycle Shop	To provide support for Police motorcycles including monthly preventive maintenance and ongoing repairs.	\$ 68,830	\$ 74,315	\$ 78,100	\$ 157,532	1	1	1	2

**2012 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
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	\$ 184,794	4	5	5	2
Fleet Administration	To meet the Fleet Management Division's objectives by providing leadership and positive reinforcement for effective and efficient operations.	\$ 5,477,642	\$ 5,160,481	\$ 5,765,669	\$ 5,663,939	13	13	15	16
Compressed Natural Gas	To staff and operate a compressed natural gas filling station for use by fleet vehicles and by the public.	\$ -	\$ -	\$ -	\$ 114,211	0	0	0	1
Vehicle Purchases	To provide the city's agencies with new vehicles.	\$ 717,413	\$ 1,000,000	\$ 1,580,000	\$ -	0	0	0	0
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.	\$ 1,542,833	\$ 1,601,503	\$ 1,673,380	\$ 1,635,630	0	0	0	0

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**2012 Operating Budget
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Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
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.	\$ 3,678,645	\$ 2,325,723	\$ 2,389,426	\$ 2,319,358	28	28	28	26
Custodial Services	To efficiently and effectively clean buildings under the purview of the Facilities Management Division.	\$ 3,251,812	\$ 2,768,598	\$ 2,962,367	\$ 3,029,432	33	34	34	33
Security	To efficiently and effectively secure and monitor buildings under the purview of the Facilities Management Division.	\$ 733,789	\$ 810,844	\$ 780,904	\$ 1,038,344	6	6	7	10
Energy Conservation	To create more energy efficiencies in buildings under Facilities Management's purview.	\$ 6,219,721	\$ 6,219,000	\$ 6,594,002	\$ 7,191,202	0	0	0	0

**2012 Operating Budget
Department of Finance and Management**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
Building Maintenance Management (Contract Services)	To efficiently and effectively maintain general fund facilities through managing resources, staff, and outside contracts.	\$ 1,502,457	\$ 1,559,712	\$ 1,777,795	\$ 1,775,643	1	1	1	1
Facilities Administration	To provide oversight, leadership and management to the division staff in rendering facilities management services to general fund facilities.	\$ 612,941	\$ 684,819	\$ 722,672	\$ 669,712	3	3	3	3
		\$ 74,335,958	\$ 75,000,134	\$ 91,811,690	\$ 98,349,457	252	254	254	258

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