

CENTRAL SERVICES DEPARTMENT SUMMARY

MISSION STATEMENT:

Provide excellent customer service to County departments and agencies, ensuring the best value and most efficient performance of asset management, fleet services, and purchasing services.

PROGRAMS AND SERVICES:

ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:

Asset Management:

- Capital asset accountability; annual physical inventories; County vehicle and boat registration
- Construction and infrastructure recording and reconciliation
- Surplus property collection, redistribution, and disposal
- Oversight and maintenance of S A P and Asset Module
- Board Resolution Framing services

Accomplishments:

- Successful completion of Fiscal Year 2019 annual inventory of 28,538 assets in addition to continued streamlining of inventories to increase efficiencies in the areas of time management and vehicle operating expenses
- Full compliance; Comprehensive Annual Financial Report audit review
- Completed hiring initiatives bringing Asset Management to full staff
- Began utilizing GovDeals online auction which allows for continued flexibility and ability to conduct more frequent auctions on an as-needed basis reaching a different bidder's market and increased revenue for the County.
- Success of on-site surplus sales which allow for savings in the areas of man-hours, fuel, and equipment use as well as utilization of designated outside area for surplus property storage awaiting surplus sale
- Acquisition of new inventory management system to replace current aged and no longer supported system
- Added additional property control agent to staff, allowing for more efficiency in completing annual inventories
- Increased asset management fee of surplus sales to 20 percent to allow for additional property control agent

Initiatives:

- Continue to identify and sell surplus land in order to put back on the tax rolls
- Encouraging growth and development of staff through cross training and professional development courses

- Expand awareness of County assets with education of Asset Management Internal Procedures through completion of Lean Six Sigma 'Asset Management Tracking and Removal of Inventory' project
- Expand surplus repurpose program by utilizing GovDeals Virtual Warehouse feature to allow departments to view and request surplus assets online
- 100% completion of annual physical inventories
- Continue to develop efficient methods to manage the County's increasing volumes of inventory and surplus equipment
- Expand Customer Outreach and Awareness of surplus sales by use of Electronic media, etc.

Trends and Issues:

- The asset module data is critical to all departments; real time and accurately reflected data needs to be a priority with key areas of asset acquisition tagging, settling Capital Improvement Plan projects, and insurance updates
- Physical inventory counts are increasing and require additional staff hours to conduct custodian's inventories
- Turnover for departmental asset management custodians contribute to difficulties in completing annual physical inventories
- Asset equipment acquisitions with Board departments and Constitutional offices continue to trend upwards bringing an increase of assets to be disposed of, and thereby increasing the amount of staff time for intake of surplus and surplus sale preparation
- Inadequate storage space for incoming surplus equipment reduces the amount of surplus that can come into the warehouse for redistribution or sale
- Surplus sale revenues are based on the quantity and quality of the equipment that has been put into surplus and what the market will bear at the time of sale
- Due to COVID-19 there has been lost revenue because of the inability to hold auctions and have members of the public gather in large groups
- Increased focus on maximizing land sale revenues, in an effort to increase total revenue that has potentially been lost due to the effects of COVID-19

Service Level Impacts:

Continued turnover rates of staff throughout county departments and the inexperience that sometimes comes with new employees can contribute to the difficulties of locating assets during department inventories. This has increased staff hours required to complete and close out inventories. Lack of adequate surplus equipment storage space within the Asset Management warehouse has placed additional burdens on departments to store surplus until warehouse space becomes available. With the increase of Developer Donated assets and Capital Improvement Plan projects, more staff hours are required to review charges and create assets. In addition, if there is a priority placed on managing aged and failing infrastructure systems and County facilities, this will also require additional staff hours reviewing purchases to ensure all expenses are captured for capital projects.

Fleet Services:

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

Accomplishments:

- New hire of Mobile Generator Technician
- Ordered new Mobile Generator Vehicle, replacing a 16-year-old vehicle
- Replaced 30-year-old shop air compressor to include the electrical wiring and air lines
- Replaced aging tire machine with new state of the art machine
- Upgraded five (5) fuel pumps at three locations
- Replaced Fleet Services front fence and rolling gate bringing up the level of security to the Fleet yard
- Fleet Services mechanics mentored interns
- Updated maintenance scheduling reminders with window stickers along with appointment cards
- Maintaining Department of Environmental Protection (DEP) current and past compliance requirements with fuel sites

Initiatives:

- Improvement of shop facility to enhance the safety and service ability of Fleet Services
- Fuel tanks are showing signs of aging with rust requiring rust removal, priming and painting with a gel type coating
- Updating the automotive oil from 55-gallon drums to bulk oil tanks to optimize savings
- Decrease the amount of printed work orders through the use of lap tops for the mechanics.
- Continued employee development through the use of various training programs
- Increasing fuel surcharge per gallon to allow for additional maintenance to ensure compliance with regulations
- Complete Flake Road transition from underground storage tank to above ground storage tank

Trends and Issues:

- Replacement of the remaining two fuel tanks will reduce the potential risk of soil/groundwater contamination. Pollution remediation (tank removal, soil removal, and years of groundwater sampling) could easily double the cost of one tank replacement
- New Fuel management system software is allowing for more thorough monitoring and tracking of all County fuel as well as an increase in security at fuel sites
- The impact of Covid-19 on motor vehicle usage and fuel has caused a reduction in the amount of fuel and inventory stock required, which has a negative impact on potential revenue

Service Level Impacts:

Receiving the N A P A Auto tech training course will enhance our technicians understanding of vehicle systems, increase first-time repair capability and increase customer satisfaction.

Purchasing Services:

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

Accomplishments:

- Successful revision of Administrative Order-29 Contract Review and Approval Form to incorporate Purchasing Services as part of the review and approval process prior to both advertisement and execution
- Successful implementation of electronic bidding; successfully implemented 89 electronic bidding opportunities for Invitation to Quote and Invitation to Bid through VendorLink, totaling 163 electronic submissions out of 338 total combined paper and electronic submissions
- Advertised 148 competitive solicitations in multiple formats including: I T Q, I T B, RFP, and RFQ

Initiatives:

- Continue to host in greater frequency recurring Procurement Training opportunities for S A P Purchase Requisition Processes for internal departments
- Begin monthly internal training sessions for Purchasing Services staff, regarding legal and Standard Operating Procedure governances, as well as government procurement webinars/conferences
- Begin annual procurement review with individual departments near Fiscal Year beginning to review anticipated competitive projects; C I P, grant funding, term re-solicitations, etc.
- Increase participation in Brevard County Public Entity Purchasing Cooperative to maximize negotiating power and the benefit of awareness of other municipality policies and procedures

Trends and Issues:

- Advertised 148 competitive solicitations in Fiscal Year 2019, as compared to 132 competitive solicitations that were advertised in Fiscal Year 2018
- The revision of Administrative Order-29 Contract Review and Approval Form to incorporate Purchasing Services as part of the review and approval process prior to both advertisement and execution has provided greater awareness and input of upcoming projects to ensure policy compliance and advise on procurement concerns

Service Level Impacts: Not Applicable

CENTRAL SERVICES DEPARTMENT: SUMMARY

Central Services Department Revenue & Expense Category	Actual F Y 2018-2019	Current Budget F Y 2019-2020	Requested Budget F Y 2020-2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessment Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$3,112,560	\$3,652,388	\$3,324,460	-\$327,928	-8.98%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$58,596	\$56,500	\$90,000	\$33,500	59.29%
Statutory Reduction	\$0	-\$185,444	-\$170,723	\$14,721	-7.94%
Total Operating Revenues	\$3,171,156	\$3,523,444	\$3,243,737	-\$279,707	-7.94%
Balance Forward Revenue	\$428,278	\$271,718	\$255,045	-\$16,673	-6.14%
Transfers - General Revenue	\$1,037,993	\$1,129,094	\$924,535	-\$204,559	-18.12%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Total Non-Operating Revenues	\$1,466,271	\$1,400,812	\$1,179,580	-\$221,232	-15.79%
TOTAL REVENUES	\$4,637,427	\$4,924,256	\$4,423,317	-\$500,939	-10.17%
Compensation and Benefits Expense	\$1,480,535	\$1,511,285	\$1,620,313	\$109,028	7.21%
Operating Expense	\$2,705,161	\$2,889,574	\$2,593,129	-\$296,445	-10.26%
Capital Outlay Expense	\$38,982	\$112,338	\$9,875	-\$102,463	-91.21%
Operating Expenditures	\$4,224,679	\$4,513,197	\$4,223,317	-\$289,880	-6.42%
C I P Expense	\$141,023	\$411,059	\$200,000	-\$211,059	-51.35%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Total Non-Operating Expenses	\$141,023	\$411,059	\$200,000	-\$211,059	-51.35%
TOTAL EXPENDITURES	\$4,365,702	\$4,924,256	\$4,423,317	-\$500,939	-10.17%

CENTRAL SERVICES DEPARTMENT: ASSET MANAGEMENT

Asset Management Program Revenue & Expense Category	Actual F Y 2018-2019	Current Budget F Y 2019-2020	Requested Budget F Y 2020-2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$58,446	\$55,000	\$90,000	\$35,000	63.64%
Statutory Reduction	\$0	-\$2,750	-\$4,500	-\$1,750	63.64%
Total Operating Revenues	\$58,446	\$52,250	\$85,500	\$33,250	63.64%
Balance Forward Revenue	\$0	\$11,615	\$0	-\$11,615	-100.00%
Transfers - General Revenue	\$435,805	\$476,978	\$463,114	-\$13,864	-2.91%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$435,805	\$488,593	\$463,114	-\$25,479	-5.21%
TOTAL REVENUES	\$494,251	\$540,843	\$548,614	\$7,771	1.44%
Compensation and Benefits Expense	\$423,424	\$462,276	\$505,835	\$43,559	9.42%
Operating Expense	\$58,208	\$56,367	\$42,779	-\$13,588	-24.11%
Capital Outlay Expense	\$1,004	\$7,200	\$0	-\$7,200	-100.00%
Operating Expenses	\$482,636	\$525,843	\$548,614	\$22,771	4.33%
C I P Expense	\$0	\$15,000	\$0	-\$15,000	-100.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$0	\$15,000	\$0	-\$15,000	-100.00%
TOTAL EXPENSES	\$482,636	\$540,843	\$548,614	\$7,771	1.44%

ASSET MANAGEMENT: BUDGET VARIANCES

Asset Management Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	\$0	0.00%	
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$35,000	63.64%	Attributable to an increase in the Asset Management surplus retainage fee from 10% to 20% offset by potential negative impacts of COVID-19
Statutory Reduction	-\$1,750	63.64%	Corresponds with an increase in Miscellaneous Revenue
Balance Forward Revenue	-\$11,615	-100.00%	Attributable to higher than anticipated Surplus sales revenue in Fiscal Year 2019 which was allocated to Other Contracted Services to fund temporary employment in Fiscal Year 2020
Transfers - General Revenue	-\$13,864	-2.91%	Primarily attributable to less reliance on General Fund support due to the increase in retainage fees associated with surplus sales
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$43,559	9.42%	Attributable to the addition of a Property Control Agent in Fiscal Year 2020 as well as Cost of Living Adjustments and FRS rate increases
Operating Expense	-\$13,588	-24.11%	Primarily attributable to reductions in Travel, Other Contracted Services, Repair and Maintenance, Office Supplies and Operating Supplies to offset the potential revenue impacts related to COVID-19
Capital Outlay Expense	-\$7,200	-100.00%	Attributable to the completion of current Capital needs in Fiscal Year 2020
Grants and Aid Expense	\$0	0.00%	
C I P Expense	-\$15,000	-100.00%	Attributable to the deferment of a Capital Improvement project related to fencing to be completed in a future year
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

CENTRAL SERVICES DEPARTMENT: FLEET SERVICES

Fleet Services Program Revenue & Expense Category	Actual F Y 2018- 2019	Current Budget F Y 2019- 2020	Requested Budget F Y 2020- 2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$3,112,554	\$3,652,388	\$3,324,460	-\$327,928	-8.98%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$150	\$1,500	\$0	-\$1,500	-100.00%
Statutory Reduction	\$0	-\$182,694	-\$166,223	\$16,471	-9.02%
Total Operating Revenues	\$3,112,704	\$3,471,194	\$3,158,237	-\$312,957	-9.02%
Balance Forward Revenue	\$428,278	\$260,103	\$255,045	-\$5,058	-1.94%
Transfers - General Revenue	\$162,360	\$200,486	\$0	-\$200,486	-100.00%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$590,638	\$460,589	\$255,045	-\$205,544	-44.63%
TOTAL REVENUES	\$3,703,342	\$3,931,783	\$3,413,282	-\$518,501	-13.19%
Compensation and Benefits Expense	\$635,572	\$661,675	\$676,752	\$15,077	2.28%
Operating Expense	\$2,630,468	\$2,778,911	\$2,526,655	-\$252,256	-9.08%
Capital Outlay Expense	\$36,175	\$95,138	\$9,875	-\$85,263	-89.62%
Operating Expenses	\$3,302,215	\$3,535,724	\$3,213,282	-\$322,442	-9.12%
C I P Expense	\$141,023	\$396,059	\$200,000	-\$196,059	-49.50%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$141,023	\$396,059	\$200,000	-\$196,059	-49.50%
TOTAL EXPENSES	\$3,443,238	\$3,931,783	\$3,413,282	-\$518,501	-13.19%

FLEET SERVICES: BUDGET VARIANCES

Fleet Services Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	-\$327,928	-8.98%	Primarily attributable to budgeted reductions in Fuel Resale and Vehicle Part Resale revenue to account for potential impacts of COVID-19 offset by increased revenue through the Fleet Cost Allocation Plan and increased fuel surcharges
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	-\$1,500	-100.00%	Decrease is based on historical trends suggesting surplus revenue will not be earned within Fleet Services
Statutory Reduction	\$16,471	-9.02%	Corresponds with reductions in Operating Revenue
Balance Forward Revenue	-\$5,058	-1.94%	Attributable to revenue impacts associated with COVID-19
Transfers - General Revenue	-\$200,486	-100.00%	Attributable to a one time transfer from the General Fund in Fiscal Year 2020 to fund a fuel site management project
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$15,077	2.28%	Attributable to Cost of Living Adjustments, FRS rate increases and the reclassification of a position
Operating Expense	-\$252,256	-9.08%	Primarily attributable to deferred Repair and Maintenance in Fiscal Year 2021 as well as reductions in Resale Items related to fuel and vehicle parts which corresponds with projected revenue reductions related to COVID-19
Capital Outlay Expense	-\$85,263	-89.62%	Attributable to the completion of several Capital needs in Fiscal Year 2020
Grants and Aid Expense	\$0	0.00%	
C I P Expense	-\$196,059	-49.50%	Attributable to the partial completion of Flake Road as well as the revision of estimates associated with the costs remaining to complete the project
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

CENTRAL SERVICES DEPARTMENT: PURCHASING SERVICES

Purchasing Services Program Revenue & Expense Category	Actual F Y 2018-2019	Current Budget F Y 2019-2020	Requested Budget F Y 2020-2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$6	\$0	\$0	\$0	0.00%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
Total Operating Revenues	\$6	\$0	\$0	\$0	0.00%
Balance Forward Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$439,828	\$451,630	\$461,421	\$9,791	2.17%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$439,828	\$451,630	\$461,421	\$9,791	2.17%
TOTAL REVENUES	\$439,834	\$451,630	\$461,421	\$9,791	2.17%
Compensation and Benefits Expense	\$421,539	\$387,334	\$437,726	\$50,392	13.01%
Operating Expense	\$16,485	\$54,296	\$23,695	-\$30,601	-56.36%
Capital Outlay Expense	\$1,803	\$10,000	\$0	-\$10,000	-100.00%
Operating Expenses	\$439,828	\$451,630	\$461,421	\$9,791	2.17%
C I P Expense	\$0	\$0	\$0	\$0	0.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$439,828	\$451,630	\$461,421	\$9,791	2.17%

PURCHASING SERVICES: BUDGET VARIANCES

Purchasing Services Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	\$0	0.00%	
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward Revenue	\$0	0.00%	
Transfers - General Revenue	\$9,791	2.17%	Attributable to increased Compensation and Benefits expenses offset by reductions in Operating Expenses and Capital Outlay
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$50,392	13.01%	Attributable to Cost of Living Adjustments, FRS rate increases and position reclassifications as well as shifting vacant compensation and benefit funding to Operating Expenses to fund temporary employment in Fiscal Year 2020
Operating Expense	-\$30,601	-56.36%	Attributable to reductions in Other Contracted Services related to the elimination of temporary staffing funding as well as reductions in Travel, Operating Supplies and Office Supplies
Capital Outlay Expense	-\$10,000	-100.00%	Attributable to the completion of Capital needs in Fiscal Year 2020
Grants and Aid Expense	\$0	0.00%	
C I P Expense	\$0	0.00%	
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

**CENTRAL SERVICES DEPARTMENT
PERFORMANCE MEASURES**

PROGRAM	OBJECTIVE	MEASURE	ACTUAL F Y 2018-2019	ESTIMATED F Y 2019-2020	PROJECTED F Y 2020-2021
Asset Management	Meet Financial and Budget Requirements	Revenue Generated from surplus sales and placed back into County coffers	558,446	550,000	450,000
Fleet Services	Effective and Efficient Operations	Average Days to Complete Vehicle Repair and Maintenance	1.48	1.9	1.87
Fleet Services	Prioritize Services	Vehicle Work Orders Opened and Completed	98%	100%	99%
Purchasing Services	Effective and Efficient Operations	Public Records Requests Fulfillment	64	70	77
Purchasing Services	Effective and Efficient Operations	Average Number of Days for Solicitations (from receipt of requirement to award)	57	50	42

**CENTRAL SERVICES DEPARTMENT
FISCAL YEAR 2020-2021 CAPITAL OUTLAY SUMMARY**

Program Name	Description	Quantity	Unit Cost	Funding Source	Total Cost
Fleet Services	Heavy Vehicle Lift	1	\$9,875	Charges For Services	\$9,875
Total Funded For Department					\$9,875

Special Note:

In accordance with Brevard County Board of County Commissioners' Policy BCC-24, Procurement, this form satisfies Directive III. E. 4., requiring a detailed list of approved capital outlay items and equipment to be reviewed and approved by the Board during the Budget process.

**CENTRAL SERVICES DEPARTMENT
FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENTS PROGRAM**

Program Name	Description	Funding Source	Total Cost
Fleet Services	Flake Road Fuel System and Tank Replacement	Charges for Services	\$200,000
Total Funded For Department			\$200,000