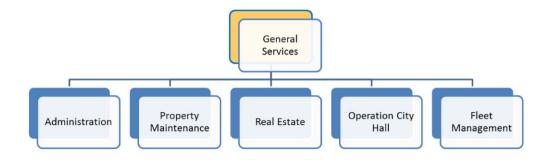
GENERAL SERVICES

Mission Statement

To provide quality maintenance and repair for buildings and vehicles and other crucial support services for the Administration, City divisions, and other governmental organizations in a cost-effective and efficient manner to assist them in accomplishing the City's mission.

Organization Structure



Services

The Division of General Services works in a number of ways to support the other divisions that make up the City's service and administrative system. General Services ensures that the 300+ city-owned facilities and 400+ structures function properly and meet the Americans with Disabilities Act (ADA) accessibility requirements. The Division provides maintenance for the City's over 5,000 pieces of rolling stock, handles the sale and acquisition of real property, as well as maintains the City's 18 libraries, police precincts and training academy and over 80 city-owned vacant lots.

2019 Fiscal Year ADOPTED OPERATING BUDGET • 225

Operating Budget

| | Adopted | Forecast | Adopted |
|----------------|---|--|---|
| | | | |
| \$ 13,851,861 | \$ 12,727,848 | \$ 12,033,414 | \$ 13,691,147 |
| 9,987,046 | 9,905,074 | 10,583,496 | 10,435,107 |
| 329,457 | 50,000 | 50,000 | 85,000 |
| 7,568 | 0 | 5,000 | 0 |
| 0 | 0 | 0 | 0 |
| \$ 24,175,934 | \$ 22,682,922 | \$ 22,671,910 | \$ 24,211,254 |
| \$ (2,156,098) | \$ (1,712,588) | \$ (2,099,010) | \$ (1,862,588) |
| \$ 22,019,836 | \$ 20,970,334 | \$ 20,572,901 | \$ 22,348,666 |
| | 9,987,046 329,457 7,568 0 \$ 24,175,934 \$ (2,156,098) | 9,987,046 9,905,074 329,457 50,000 7,568 0 0 0 \$ 24,175,934 \$ 22,682,922 \$ (2,156,098) \$ (1,712,588) | 9,987,046 9,905,074 10,583,496 329,457 50,000 50,000 7,568 0 5,000 0 0 0 \$24,175,934 \$22,682,922 \$22,671,910 \$(2,156,098) \$(1,712,588) \$(2,099,010) |

General Services • Charges for Services Summary

| Account | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|
| Easements & Encroachments | \$ 90,780 | \$ 75,000 | \$ 225,000 | \$ 75,000 |
| Fiber Optic Franchise Fees | 657,589 | 600,000 | 658,706 | 750,000 |
| Miscellaneous Income | 0 | 0 | 2,925 | 0 |
| Miscellaneous Revenue | 1,405 | 0 | 0 | 0 |
| Mow to Own Program - Program Fees | 2,925 | 5,850 | 2,925 | 5,850 |
| Outside Revenue | 16,216 | 0 | 9,453 | 0 |
| P & S Printing | 10,800 | 0 | 0 | 0 |
| Recovery Of Prior Year Expense | (684) | 0 | 0 | 0 |
| Rent Of Land | 249,440 | 31,738 | 200,000 | 31,738 |
| Rental Fees | 1,127,626 | 1,000,000 | 1,000,000 | 1,000,000 |
| Total Charges for Services | \$ 2,156,098 | \$ 1,712,588 | \$ 2,099,010 | \$ 1,862,588 |

Performance Highlights

Fleet Maintenance

- Fleet availability over 98%
- Stock parts above 70%
- Reduction in Overtime costs
- Productivity above 100% for total Fleet Ops

Operations of City Hall, Print & Mail and Public Safety Building

- Electric System for Conference Room Scheduling
- Elevator remodelization (2 completed worked with contractors)
- HR Clinic Project
- City Council Remodel and renovation for office suite and 5th floor committee room
- Marble re-attachment and clean-up
- Fire alarm update (80% complete)
- Dr. Martin Luther King Conference Room (complete in Hall of Mayors)
- City Hall Painting Project (completed Xpert Painting, MWBE vendor)
- New copiers installed through NovaTech (formerly NovaCopy)
- Print & Mail has additional equipment for larger jobs
- Cooling Tower Repairs
- 170 N Main (Public Safety Building) major HVAC equipment repair

Property

- Assisted in the completion of the I Am a Man Plaza
- Completed ADA renovations at Raleigh CC and Crenshaw Library
- Replaced electrical service at Ridgeway Fleet Shop
- HVAC replacements at Ed Rice CC, Gaston CC, Glenview CC, Hollywood Library, FS#6, FS#7, FS#8, FS#15, FS#28, FS#31, FS#33, FS#45, FS#46, FS#59
- Re-modeling renovations to Youth Service building
- Mowing and upkeep of 181 City owned vacant lot properties and 55 City Service Center properties

Real Estate

- Assisted with the removal of the Confederate Statue
- Assisted with land acquisitions for the MLK 50 Memorial Plaza and Reflection Park
- Acquired property for Fire Services @ Danny Thomas and Adams Ave. (New Fire Services Headquarters)
- Acquired property to rebuild Fire Station #43
- Located new facility for Police Services-MGU
- Reduced Real Estate's surplus property inventory by selling 11 surplus lots
- Located facilities for WIN (Administrative and Job Service Center)
- New lease for Human Resources- Total Rewards
- New lease for Police Services Health and Safety

Issues & Trends

The General Services Division focuses on internal support functions that contribute to the overall appearance and functionality of City-owned facilities, property, vehicles and equipment, facilitate preventive maintenance, timely minor repairs, and energy conservation technologies to manage long term costs. We conduct construc-

tion inspections to ensure project completion and warranties are in place. We procure, maintain, and repair City vehicles and equipment as well as provide landscaping. We actively pursue partnerships with other Division and governmental organizations to centralize common services and to enter contracts that benefit city businesses.

Key Performance Indicators

| Performance Indicator | FY17 Actual | FY18 Goal | FY18 Actual* | FY19 Goal | Category | |
|--|----------------|------------------|-----------------|--------------|------------|--|
| | PROPE | RTY MAINTENANC | E | | | |
| Property Maintenance: Total number of jobs completed annually | 11,126 | 12449 | 12476 | 12000 | Government | |
| Property Maintenance: The # of preventative maintenance work orders completed annually | 566 | 673 | 1044 | 1100 | Government | |
| Property Maintenance: The percentage of priority 1 jobs completed in 24 hours | 86.00% | 85% | 89% | 90% | Government | |
| | | REAL ESTATE | | | | |
| # of surplus properties sold annually | 4 | 4 | 11 | 20 | Government | |
| # of easement and encroachment agreements completed annually | 56 | 60 | 70 | 75 | Government | |
| Revenue generated annually | \$791,386 | \$712,588 | \$829,345 | \$826,025 | Government | |
| OPERATION CITY HALL | | | | | | |
| # of City Hall work orders completed annually | 1,127 | Tracking | 1,700 | 1800 | Government | |
| % of 168-180 boiler and chiller system checks performed on time | 100% | 100% | 100% | 100% | Government | |
| % of repairs completed at or under 3 days monthly | 100% | 100% | 100% | 100% | Government | |
| % of emergency work orders completed within 1 day | 100% | 100% | 100% | 100% | Government | |
| # of maintenance work orders completed | 1,222 | Tracking | 1211 | Tracking | Government | |
| | PRINT | ING/MAIL SERVICE | S | | | |
| # of certified mailings processed | 23,045 | Tracking | 30,519 | 30,000 | Government | |
| # of pieces of regular and presorted mail processed | 202,238 | Tracking | 524,358 | 524,000 | Government | |
| # of print jobs completed annually | 735 | 1,000 | 1156 | 1,000 | Government | |
| | FLEE | T MANAGEMENT | | | | |
| Average vehicle repair time (in days) | 1.1 | 1.5 | 0.75 | 2 | Government | |
| % of fleet available | 99% | 96% | 98% | 96% | Government | |
| % of stock parts available | 69% | 71% | 81% | 75% | Government | |

^{*} Some figures are approximate. In these cases, the reporting for FY18 was not complete before production of the budget book.

^{**}Includes total revenues from encroachments, fiber optics and land rentals.

⁺Includes newly acquries Fire Shop

General Services • Division Detail

| Category | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|
| PERSONNEL SERVICES | | | | |
| Full-Time Salaries | \$ 11,988,717 | \$ 14,726,898 | \$ 12,519,432 | \$ 15,849,719 |
| Holiday Salary Full Time | 706,266 | 0 | 461,765 | 0 |
| Vacation Leave | 905,052 | 0 | 618,597 | 0 |
| Bonus Leave | 136,456 | 0 | 78,156 | 0 |
| Sick Leave | 599,568 | 0 | 589,305 | 0 |
| Overtime | 524,608 | 861,780 | 600,001 | 778,500 |
| Out of Rank Pay | 4,215 | 0 | 4,520 | 6,000 |
| Hazardous Duty Pay | 1,123 | 0 | 15 | 0 |
| College Incentive Pay | 1,039 | 0 | 0 | 0 |
| Longevity Pay | 7,571 | 0 | 18,979 | 3,700 |
| Shift Differential | 2,950 | 3,000 | 2,902 | 15,000 |
| Retirement Benefits | 144,818 | 183,225 | 183,225 | 210,363 |
| Required Special License Pay | (56) | 20,000 | 0 | 20,000 |
| Pension | 719,693 | 736,084 | 736,084 | 464,597 |
| Supplemental Pension | 37,832 | 6,959 | 16,037 | 15,991 |
| Social Security | 149,207 | 102,019 | 57,121 | 8,089 |
| Pension ADC Funding | 1,731,600 | 1,491,900 | 1,491,900 | 2,033,978 |
| Group Life Insurance | 38,937 | 42,866 | 28,458 | 46,855 |
| Unemployment | 40,560 | 18,320 | 18,320 | 21,120 |
| Medicare | 216,570 | 192,006 | 192,006 | 237,949 |
| Long Term Disability | 40,855 | 37,650 | 36,550 | 43,889 |
| Health Insurance - Basic | 65,202 | 0 | 0 | 0 |
| Health Insurance - Value PPO | 25,778 | 20,622 | 22,986 | 0 |
| Health Insurance - Premier | 1,500,579 | 1,177,848 | 1,203,411 | 1,174,956 |
| Benefits Adjustments | 0 | 166,384 | 0 | 118,122 |
| Health Insurance-Local Plus Plan | 386,327 | 518,587 | 532,059 | 691,572 |
| Salaries - Part Time/Temporary | 874,347 | 652,700 | 652,700 | 929,200 |
| On the Job Injury | 270,786 | 237,000 | 215,385 | 171,500 |
| Payroll Reserve | 0 | 7,000 | 0 | 0 |
| Attrition | 0 | (225,000) | 0 | (347,545) |
| Bonus Pay | 75,812 | 0 | 3,500 | 0 |
| Expense Recovery - Personnel | (7,344,551) | (8,250,000) | (8,250,000) | (8,802,408) |
| Total Personnel Services | \$ 13,851,861 | \$ 12,727,848 | \$ 12,033,414 | \$ 13,691,147 |
| MATERIALS AND SUPPLIES | | | | |
| City Hall Printing | \$ 268,760 | \$ 350,000 | \$ 500,000 | \$ 350,000 |
| Document Reproduction - City | 0 | 2,500 | 0 | 2,500 |
| City Storeroom Supplies | 5,303 | 5,500 | 1,746 | 5,500 |
| City Shop Charges | 1,441,129 | 469,716 | 473,732 | 353,548 |
| City Shop Fuel | 264,640 | 228,170 | 328,710 | 166,111 |

General Services • Division Detail (continued)

| Actaegory FY 2018 Actual FY 2018 Adopted FY 2018 Forecast PY 2019 Adopted City Computer Services 4,991 90,000 90,000 90,000 City Computer Ser Equipment 21,654 23,450 6,393 29,386 Data/Word Process Software 9,406 41,443 69,168 102,726 City Fleelphone/Communications 24,754 23,800 1.170 2,500 Primiting- Outside 25,206 25,007 22,307 30,007 Word/Processing/Duplicate 54,783 65,200 153,949 62,000 Hand Tools 54,783 65,200 153,949 62,000 Clothing 42,974 49,500 52,371 54,500 Household Supplies 53,315 116,221 150,003 89,721 Household Supplies 6,563 10,000 0 0 0 Medical Supplies 6,563 10,000 0 0 0 0 Outside Postage 400,449 451,200 45,088 476,100 < | General Services - Division B | ctan (continued) | | | |
|--|---------------------------------------|------------------|-----------|-----------|-----------|
| City Computer Sve Equipment 21,6554 23,450 6,939 29,386 Data/Word Process Software 9,406 41,443 69,168 10,726 City Telephone/Communications 24,754 23,800 1,170 2,500 Printing - Outside 25,206 25,007 22,307 30,007 Word/Processing/Duplicate 0 0 95,573 0 Hond Tools 42,974 49,500 52,371 54,500 Clothing 42,974 49,500 52,371 54,500 Household Supplies 53,315 116,221 150,003 39,721 Safety Equipment 12,322 10,000 12,252 16,000 Medical Supplies 6,563 10,000 12,252 16,000 Methical Supplies 6,563 10,000 12,500 25,000 Step By Inproducts 1,522 5,000 2,500 25,000 Step By Eve By Moder Poducts 1,523 5,000 1,500 1,000 Step By Moder Sarae 1,522 5,0 | Category | | | | |
| Data/Word Process Software 9,406 41,443 69,168 102,726 City Telephone/Communications 24,754 23,800 1,170 2,500 Printing - Outside 23,226 78,584 83,207 78,685 Supplies - Outside 25,006 25,007 22,307 30,007 Word/Processing/Duplicate 60 9,5573 -0 Hand Tools 54,783 65,200 153,349 20,000 Clothing 42,974 49,500 52,371 56,000 Household Supplies 33,315 116,221 150,003 89,721 Seley Equipment 12,322 10,000 12,252 16,000 Medical Supplies 6,53 10,000 10 0 Metical Supplies 6,53 10,000 450,788 476,100 Albeit/Recreational Supplies 4,922 5,000 2,500 5,000 5,000 Steel & Iron Products 10,299 1,000 2,000 4,000 4,000 4,000 4,000 4,000 <td< td=""><td>Outside Computer Services</td><td>4,991</td><td>90,000</td><td>90,000</td><td>90,000</td></td<> | Outside Computer Services | 4,991 | 90,000 | 90,000 | 90,000 |
| City Telephone/Communications 24,754 23,808 1,170 2,508 Printino Outside 23,328 78,884 83,297 78,884 Supplie - Outside 25,206 25,007 22,307 30,007 Word/Processing/Ouplicate 6 54,783 65,200 153,949 62,000 Hand Tools 42,944 49,500 52,371 54,500 Houshold Supplies 53,315 116,221 150,000 89,721 Stefety Equipment 12,322 10,000 12,252 16,000 Medical Supplies 6,563 10,000 0 0 0 Athetic/Recreational Supplies 6,563 10,000 450,788 476,100 Outside Postage 400,449 451,200 450,788 476,100 Supplie Products 4,922 5,000 2,500 5,000 Lime Earl Robust 10,292 1,000 2,000 4,000 Meetal Sand Supplies 1,602,161 1,564,218 1,920,218 1,860,00 Materials and | City Computer Svc Equipment | 21,654 | 23,450 | 6,393 | 29,386 |
| Printing - Outside 23,238 78,584 83,297 78,584 Supplies - Outside 25,206 25,007 22,307 30,007 Word/Processing/Duplicate 0 0 55,573 0 Inand Tools 54,788 65,200 153,949 6,000 Clothing 42,974 49,500 52,371 54,000 Household Supplies 53,315 116,221 15,000 89,721 Safety Equipment 12,322 10,000 12,252 16,000 Medical Supplies 6,563 10,000 0 0 Methelic/Recreational Supplies 6,563 10,000 0 0 Athelite/Recreational Supplies 6,563 10,000 0 0 0 Miscal Supplies 4,922 5,000 2,500 5,000 1,000 Steplat Products 4,922 5,000 2,500 5,000 1,000 Limbe & Wood Products 10,293 4,000 2,000 4,000 1,000 1,000 1,000 | Data/Word Process Software | 9,406 | 41,443 | 69,168 | 102,726 |
| Supplies - Outside 25.006 25.007 22.007 30.000 Word/Processing/Duplicate 0 0 95,573 0 Hand Tools 54,788 65,00 153,949 62,000 Clothing 42,974 49,500 52,371 54,000 Household Supplies 53,315 116,221 150,003 89,721 Safety Equipment 12,322 10,000 12,252 16,000 Medical Supplies 6 40,00 0 0 Methetic/Recreational Supplies 6,563 10,00 40,00 2,000 Outside Postage 400,499 451,200 450,788 476,100 Asphalt Products 4,922 5,000 2,500 5,000 Steel Ro Products 10,299 1,000 5,000 10,000 Steel Ron Products 10,602 1,000 2,000 4,000 Steel Ron Products 1,602,161 1,564,218 1,920,218 1,860,000 Miscellano Styperise 3,719 1,000 1,860 | City Telephone/Communications | 24,754 | 23,800 | 1,170 | 2,500 |
| Word/Processing/Duplicate 95,4783 65,200 153,349 62,000 Clothing 42,974 49,500 52,371 54,500 Bousehold Supplies 53,315 116,221 150,000 87,271 54,500 Safety Equipment 12,322 10,000 12,225 16,000 Medical Supplies 6,563 10,000 0 0 0 Athletic/Recreational Supplies 400,449 451,200 450,788 476,100 Outside Postage 400,449 451,200 450,788 476,100 Suphalt Products 2,330 3,000 12,500 5,000 Lumber & Wood Products 4,922 5,000 2,500 5,000 Steel & Iron Products 10,299 1,000 1,000 2,000 Steel & Iron Products 10,299 1,000 1,000 2,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,800,00 Materials and Supplies 3,710 1,000 1,000 1,000 1,000 | Printing - Outside | 23,328 | 78,584 | 83,297 | 78,584 |
| Hand Tools 54,783 65,200 153,949 62,000 Clothing 42,974 49,500 52,371 54,500 Household Supplies 53,315 116,221 150,003 89,721 Safety Equipment 12322 10,000 12,252 16,000 Medical Supplies 0 400 0 0 Outside Postage 400,449 451,200 450,788 476,100 Asphalt Products 2,330 3,000 12,500 5,000 Steel & Iron Products 10,299 1,000 2,500 5,000 Steel & Iron Products 10,299 1,000 2,500 1,000 2,000 Steel & Iron Products 10,299 1,000 2,000 2,000 1,000 2,000 1,000 1,000 2,000 1,000 1,000 2,000 1,000 1,000 2,000 1,000 2,000 1,000 1,000 2,000 1,000 1,000 2,000 1,000 1,000 1,000 1,000 1,000 <td< td=""><td>Supplies - Outside</td><td>25,206</td><td>25,007</td><td>22,307</td><td>30,007</td></td<> | Supplies - Outside | 25,206 | 25,007 | 22,307 | 30,007 |
| Clothing 42,974 49,500 52,371 54,500 Household Supplies 53,315 116,221 150,003 89,721 Safety Equipment 12,322 10,000 12,252 16,000 Medical Supplies 0 400 0 0 Athletic/Recreational Supplies 6,563 10,000 450,788 476,100 Outside Postage 400,449 451,200 450,788 476,100 Asphalt Products 2,330 3,000 12,500 25,000 Lumber & Wood Products 4,922 5,000 2,500 5,000 10,300 Lime Cement & Gravel 309 1,000 5,000 10,300 Chemicals 15,132 51,000 10,000 2,000 Meterials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 2,779 5,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Vehicle Repair 7,881 | Word/Processing/Duplicate | 0 | 0 | 95,573 | 0 |
| Household Supplies 53,315 116,221 150,000 89,721 Safety Equipment 12,322 10,000 12,252 16,000 Medical Supplies 0 400 0 0 Athletic/Recreational Supplies 6,563 10,000 0 0 Outside Postage 400,449 451,200 450,788 476,100 Stephalf Products 2,330 3,000 12,500 25,000 Lumber & Wood Products 4,922 5,000 2,500 5,000 Steel & Iron Products 10,299 1,000 5,000 10,000 Steel & Iron Products 10,299 1,000 2,000 4,000 Chemicals 15,132 51,000 10,000 2,000 Macerials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,715 20,000 2,779 5,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Steilities Structure Repair-Outside 532,53 | Hand Tools | 54,783 | 65,200 | 153,949 | 62,000 |
| Safety Equipment 12,322 10,000 12,522 16,000 Medical Supplies 0 400 0 0 Athletic/Recreational Supplies 6,563 10,000 0 0 Outside Postage 400,449 451,200 450,788 476,100 Saphalt Products 2,330 3,000 12,500 5,000 Steel & Iron Products 10,299 1,000 5,000 10,300 Steel & Iron Products 10,299 1,000 5,000 10,300 Steel & Iron Products 10,299 1,000 5,000 1,000 Steel & Iron Products 10,299 1,000 2,000 4,000 Chemicals 15,132 51,000 10,000 2,000 Merical Sevice 3,179 1,000 1,000 1,000 Miscellaneous Expense 3,170 1,000 1,000 1,000 Miscellaneous Expense 3,179 2,000 1,777 29,938 Facilities Structure Repair/Maintenance 251,976 299,229 | Clothing | 42,974 | 49,500 | 52,371 | 54,500 |
| Medical Supplies 0 4400 0 0 Athletic/Recreational Supplies 6,563 10,000 0 0 Outside Postage 400,449 451,200 450,788 476,100 Asphalt Products 2,330 3,000 12,500 25,000 Lumber Wood Products 10,299 1,000 5,000 10,300 Steel & Iron Products 10,299 1,000 2,000 4,000 Lime Cement & Gravel 309 4,000 2,000 4,000 Chemicals 15,132 51,000 10,000 2,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 2,779 5,000 Outside Phajir/Maintenance 251,976 299,229 172,771 299,380 Facilitate Structure Repair - Outside 332,535 500,000 50,00 10,000 Horticulture 7,851 0 0 0 0 Veriluture 8,932 <td< td=""><td>Household Supplies</td><td>53,315</td><td>116,221</td><td>150,003</td><td>89,721</td></td<> | Household Supplies | 53,315 | 116,221 | 150,003 | 89,721 |
| Athletic/Recreational Supplies 6,653 10,000 0 0 Outside Postage 400,449 451,200 450,788 476,100 Asphalt Products 2,330 3,000 12,500 5,000 Umber & Wood Products 4,922 5,000 5,000 10,300 Steel kinn Products 10,209 1,000 5,000 10,300 Lime Cement & Gravel 309 4,000 5,000 2,000 Chemicals 15,132 51,000 10,000 2,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,800 1,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilitute Structure Repair - Outside 33,255 50,000 501,640 50,000 Movertising/Publication 0 1,652 23,100 Outside Pone/Communications <td< td=""><td>Safety Equipment</td><td>12,322</td><td>10,000</td><td>12,252</td><td>16,000</td></td<> | Safety Equipment | 12,322 | 10,000 | 12,252 | 16,000 |
| Outside Postage 400,449 451,200 450,788 476,100 Asphalt Products 2,330 3,000 12,500 5,000 Lumber & Wood Products 4,922 5,000 2,500 1,030 Steel & Iron Products 10,299 1,000 5,000 1,030 Lime Cement & Gravel 309 4,000 2,000 4,000 Chemicals 15,132 51,000 10,000 2,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,015 20,000 1,860 10,000 Miscellacepairy 3,015 20,000 1,860 10,000 Ustide Vehicle Repair 3,015 20,000 1,860 10,000 Ustide Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 332,535 50,000 501,640 30,000 Hotticulture 7,851 0 0 1,600 1,000 Boutiside Phone/Co | Medical Supplies | 0 | 400 | 0 | 0 |
| Asphalt Products 2,330 3,000 12,500 25,000 Lumber & Wood Products 4,922 5,000 2,500 5,000 Steel & Iron Products 10,299 1,000 5,000 10,300 Lime Cement & Gravel 309 4,000 2,000 4,000 Chemicals 15,132 51,000 10,000 20,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,860 10,000 Ustide Quipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Ustide Phone/Communications 25 10 0 0 0 Outside Phone/Communications 0 0 10,000 10,000 10,000 Security 5,024 25,000 11,500 419,000 10 0 0 0 10 0 0 0 0 | Athletic/Recreational Supplies | 6,563 | 10,000 | 0 | 0 |
| Lumber & Wood Products 4,922 5,000 2,500 5,000 Steel & Iron Products 10,299 1,000 5,000 10,300 Lime Cement & Gravel 309 4,000 2,000 4,000 Chemicals 15,132 51,000 10,000 20,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,860 10,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilitets Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Security 5,002 13,862 608,862 425,000 Security | Outside Postage | 400,449 | 451,200 | 450,788 | 476,100 |
| Steel & Iron Products 10,299 1,000 5,000 10,300 Lime Cement & Gravel 309 4,000 2,000 4,000 Chemicals 15,132 51,000 10,000 20,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,860 10,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 10,000 Uside Phone/Communications 0 0 16,955 23,100 11,500 49,000 49,000 49,000 11,500 419,000 50,000 11,500 419,000 50,000 10,000 10,000 10,000 | Asphalt Products | 2,330 | 3,000 | 12,500 | 25,000 |
| Lime Cement & Gravel 309 4,000 2,000 4,000 Chemicals 15,132 51,000 10,000 20,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,860 10,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 0 Advertising/Publication 258 10,000 50,000 10,000 10,000 Usside Phone/Communications 0 0 16,955 23,100 10,0 | Lumber & Wood Products | 4,922 | 5,000 | 2,500 | 5,000 |
| Chemicals 15,132 51,000 10,000 20,000 Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,860 10,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Outside Phone/Communications 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 </td <td>Steel & Iron Products</td> <td>10,299</td> <td>1,000</td> <td>5,000</td> <td>10,300</td> | Steel & Iron Products | 10,299 | 1,000 | 5,000 | 10,300 |
| Materials and Supplies 1,602,161 1,564,218 1,920,218 1,860,000 Miscellaneous Expense 3,719 10,000 1,860 10,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 10,000 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Ustide Phone/Communications 93,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Semins/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 5 0 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 <t< td=""><td>Lime Cement & Gravel</td><td>309</td><td>4,000</td><td>2,000</td><td>4,000</td></t<> | Lime Cement & Gravel | 309 | 4,000 | 2,000 | 4,000 |
| Miscellaneous Expense 3,719 10,000 1,860 10,000 Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Security 5,024 25,000 11,500 49,000 Security 5,024 25,000 11,500 49,000 Security 5,024 25,000 16,424 34,300 Fixed Charges 5 0 0 0 0 Texted Charges 4,324 2,70 | Chemicals | 15,132 | 51,000 | 10,000 | 20,000 |
| Outside Vehicle Repair 3,015 20,000 2,779 5,000 Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 5 0 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 5 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 | Materials and Supplies | 1,602,161 | 1,564,218 | 1,920,218 | 1,860,000 |
| Outside Equipment Repair/Maintenance 251,976 299,229 172,771 299,380 Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 5 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 5 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 | Miscellaneous Expense | 3,719 | 10,000 | 1,860 | 10,000 |
| Facilities Structure Repair - Outside 532,535 500,000 501,640 500,000 Horticulture 7,851 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 <td>Outside Vehicle Repair</td> <td>3,015</td> <td>20,000</td> <td>2,779</td> <td>5,000</td> | Outside Vehicle Repair | 3,015 | 20,000 | 2,779 | 5,000 |
| Horticulture 7,851 0 0 0 Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 </td <td>Outside Equipment Repair/Maintenance</td> <td>251,976</td> <td>299,229</td> <td>172,771</td> <td>299,380</td> | Outside Equipment Repair/Maintenance | 251,976 | 299,229 | 172,771 | 299,380 |
| Advertising/Publication 258 10,000 5,000 10,000 Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Facilities Structure Repair - Outside | 532,535 | 500,000 | 501,640 | 500,000 |
| Outside Phone/Communications 0 0 16,955 23,100 Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Horticulture | 7,851 | 0 | 0 | 0 |
| Janitorial Services 293,280 413,862 608,862 425,000 Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Advertising/Publication | 258 | 10,000 | 5,000 | 10,000 |
| Security 5,024 25,000 11,500 419,000 Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Outside Phone/Communications | 0 | 0 | 16,955 | 23,100 |
| Seminars/Training/Education 13,714 27,300 16,424 34,300 Fixed Charges 50 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Janitorial Services | 293,280 | 413,862 | 608,862 | 425,000 |
| Fixed Charges 50 0 0 0 Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Security | 5,024 | 25,000 | 11,500 | 419,000 |
| Misc Professional Services 1,668,534 1,710,411 1,786,129 1,921,511 Textbooks 50 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Seminars/Training/Education | 13,714 | 27,300 | 16,424 | 34,300 |
| Textbooks 50 0 0 0 Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Fixed Charges | 50 | 0 | 0 | 0 |
| Travel Expense 4,324 2,000 11,710 2,000 Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Misc Professional Services | 1,668,534 | 1,710,411 | 1,786,129 | 1,921,511 |
| Unreported Travel 980 0 (785) 0 Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Textbooks | 50 | 0 | 0 | 0 |
| Relocation Expense 497,068 200,000 164,599 125,000 Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Travel Expense | 4,324 | 2,000 | 11,710 | 2,000 |
| Utilities 1,589,931 1,471,545 1,376,545 1,440,000 Insurance 247,435 327,559 316,066 184,074 | Unreported Travel | 980 | 0 | (785) | 0 |
| Insurance 247,435 327,559 316,066 184,074 | Relocation Expense | 497,068 | 200,000 | 164,599 | 125,000 |
| | Utilities | 1,589,931 | 1,471,545 | 1,376,545 | 1,440,000 |
| (laims 12,000 E2,750 42,000 E2,750 | Insurance | 247,435 | 327,559 | 316,066 | 184,074 |
| Cidillis 13,038 32,759 43,008 52,759 | Claims | 13,038 | 52,759 | 43,008 | 52,759 |
| Lawsuits 0 50,000 0 50,000 | Lawsuits | 0 | 50,000 | 0 | 50,000 |
| Dues/Memberships/Periodicals 2,128 4,500 3,042 7,000 | Dues/Memberships/Periodicals | 2,128 | 4,500 | 3,042 | 7,000 |
| Misc Services and Charges 8,761 162,000 200,000 177,000 | Misc Services and Charges | 8,761 | 162,000 | 200,000 | 177,000 |

General Services • Division Detail (continued)

| FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|-------------------|--|--|---|
| 899,045 | 1,080,000 | 1,080,000 | 1,080,000 |
| (350,749) | (130,000) | (178,285) | (163,500) |
| 350 | 0 | 0 | 0 |
| \$ 9,987,046 | \$ 9,905,074 | \$ 10,583,496 | \$ 10,435,107 |
| | | | |
| \$ 250,000 | \$ 0 | \$ 0 | \$ 0 |
| 79,457 | 50,000 | 50,000 | 85,000 |
| \$ 329,457 | \$ 50,000 | \$ 50,000 | \$ 85,000 |
| | | | |
| \$ 7,568 | \$ 0 | \$ 5,000 | \$ 0 |
| \$ 7,568 | \$ 0 | \$ 5,000 | \$0 |
| | | | |
| \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| \$ 0 | \$ 0 | \$ 0 | \$0 |
| \$ 24,175,934 | \$ 22,682,922 | \$ 22,671,910 | \$ 24,211,254 |
| | | | |
| \$ 657,589 | \$ 600,000 | \$ 658,706 | \$ 750,000 |
| \$ 657,589 | \$ 600,000 | \$ 658,706 | \$ 750,000 |
| | | | |
| \$ 1,127,626 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| 249,440 | 31,738 | 200,000 | 31,738 |
| 16,216 | 0 | 9,453 | 0 |
| 10,800 | 0 | 0 | 0 |
| 90,780 | 75,000 | 225,000 | 75,000 |
| \$ 1,494,862 | \$ 1,106,738 | \$ 1,434,453 | \$ 1,106,738 |
| | | | |
| \$ 0 | \$ 0 | \$ 2,925 | \$ 0 |
| 1,405 | 0 | 0 | 0 |
| (684) | 0 | 0 | 0 |
| 2,925 | 5,850 | 2,925 | 5,850 |
| \$ 3,646 | \$ 5,850 | \$ 5,850 | \$ 5,850 |
| \$ (2,156,098) | \$ (1,712,588) | \$ (2,099,010) | \$ (1,862,588) |
| \$ 22,019,836 | \$ 20,970,334 | \$ 20,572,901 | \$ 22,348,666 |
| | Actual 899,045 (350,749) 350 \$ 9,987,046 \$ 250,000 79,457 \$ 329,457 \$ 7,568 \$ 7,568 \$ 7,568 \$ 0 \$ 0 \$ 24,175,934 \$ 657,589 \$ 657,589 \$ 1,127,626 249,440 16,216 10,800 90,780 \$ 1,494,862 \$ 0 1,405 (684) 2,925 \$ 3,646 \$ (2,156,098) | Actual Adopted 899,045 1,080,000 (350,749) (130,000) 350 0 \$9,987,046 \$9,905,074 \$250,000 \$0 79,457 50,000 \$7,568 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$1,127,568 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$1,127,626 \$1,000,000 \$49,440 31,738 \$16,216 \$0 \$0,7500 \$1,494,862 \$1,494,862 \$1,106,738 \$0 \$0 \$1,495 \$0 \$2,255 5,850 \$3,646 \$5,850 \$(2,156,098) \$(1,712,588) | Actual Adopted Forecast 899,045 1,080,000 1,080,000 (350,749) (130,000) (178,285) 350 0 0 \$ 9,987,046 \$ 9,905,074 \$ 10,583,496 \$ 250,000 \$ 0 \$ 0 \$ 79,457 50,000 \$ 50,000 \$ 7,568 \$ 0 \$ 5,000 \$ 7,568 \$ 0 \$ 5,000 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 24,175,934 \$ 22,682,922 \$ 22,671,910 \$ 657,589 \$ 600,000 \$ 658,706 \$ 657,589 \$ 600,000 \$ 1,000,000 \$ 1,127,626 \$ 1,000,000 \$ 1,000,000 \$ 1,276,626 \$ 1,000,000 \$ 1,000,000 \$ 1,494,40 31,738 200,000 |

Administration

General Services Administration provides management, direction, and administrative support to the General Services various service centers by monitoring, coordinating and evaluating budget expenditures, capital equipment purchases, and capital improvement projects to help them achieve their goals and objectives in the most efficient and cost-effective manner.

Operating Budget

| Category | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|------------------------|-------------------|--------------------|---------------------|--------------------|
| EXPENDITURES | | | | |
| Personnel Services | \$ 652,147 | \$ 794,226 | \$ 731,974 | \$ 1,584,612 |
| Materials and Supplies | 185,449 | 470,323 | 468,044 | 533,250 |
| Total Expenditures | \$ 837,595 | \$ 1,264,549 | \$ 1,200,018 | \$ 2,117,863 |
| Total Revenues | \$ 19 | \$0 | \$0 | \$0 |
| NET EXPENDITURES | \$ 837,615 | \$ 1,264,549 | \$ 1,200,018 | \$ 2,117,863 |
| | | | | |
| Authorized Complement | | | | 21 |

Property Maintenance

Property Maintenance provides customers with cost-effective maintenance and repair; administers warranties for City facilities; makes recommendations on all plans regarding construction and major repairs; and provides a preventive maintenance program focusing on our customers' service delivery expectations.

Operating Budget

| Category | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|------------------------|-------------------|--------------------|---------------------|--------------------|
| EXPENDITURES | | | | |
| Personnel Services | \$ 10,629,677 | \$ 8,529,263 | \$ 8,233,272 | \$ 8,516,454 |
| Materials and Supplies | 5,862,846 | 4,970,718 | 5,224,187 | 4,944,288 |
| Capital Outlay | 34,000 | 50,000 | 47,031 | 85,000 |
| Grants and Subsidies | 7,568 | 0 | (7,568) | 0 |
| Total Expenditures | \$ 16,534,091 | \$ 13,549,981 | \$ 13,496,922 | \$ 13,545,742 |
| Total Revenues | \$ (1,334,053) | \$ (1,000,000) | \$ (1,154,327) | \$ (1,000,000) |
| NET EXPENDITURES | \$ 15,200,038 | \$ 12,549,981 | \$ 12,342,595 | \$ 12,545,742 |
| | | | | |
| Authorized Complement | | | | 103 |

Real Estate

Real Estate assists the Administration, other divisions, agencies and/or service centers in providing analyses involving feasibility studies, preparation of land valuations and direction in accomplishing possible projects; acquiring real property or interests in real property including in-leasing and out-leasing of land and improvements and management of real property; and sale of excess or tax delinquent City parcels.

Operating Budget

| Category | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|------------------------|-------------------|--------------------|---------------------|--------------------|
| EXPENDITURES | | | | |
| Personnel Services | \$ 355,276 | \$ 529,170 | \$ 511,127 | \$ 436,563 |
| Materials and Supplies | 89,388 | 201,120 | 262,432 | 281,691 |
| Total Expenditures | \$ 444,664 | \$ 730,290 | \$ 773,558 | \$ 718,255 |
| Total Revenues | \$ (795,198) | \$ (712,588) | \$ (935,229) | \$ (862,588) |
| NET EXPENDITURES | \$ (350,534) | \$ 17,702 | \$ (161,671) | \$ (144,333) |
| | | | | |
| Authorized Complement | | | | 6 |

Operation City Hall

The Operation of City Hall provides a safe, clean and comfortable environment for employees and visitors to City Hall, and provides timely, efficient, and quality service to employees inside City Hall and the Public Safety Building. Printing/Mail Services provides quality services to all City Government centers and is responsible for city print jobs, inter-office and postal delivery of mail, the administration of the copier contracts, and handles the purchasing of all paper for the city in the most cost-efficient and expeditious manner to meet the needs of the customers.

Operating Budget

| Category | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|------------------------------|-------------------|--------------------|---------------------|--------------------|
| EXPENDITURES | | | | |
| Personnel Services | \$ 1,596,509 | \$ 2,141,357 | \$ 1,694,673 | \$ 1,959,542 |
| Materials and Supplies | 3,847,689 | 4,262,913 | 4,628,838 | 4,675,878 |
| Capital Outlay | 295,457 | 0 | 2,969 | 0 |
| Total Expenditures | \$ 5,739,656 | \$ 6,404,270 | \$ 6,326,479 | \$ 6,635,420 |
| Total Revenues | \$ (27,016) | \$0 | \$ (9,453) | \$0 |
| NET EXPENDITURES | \$ 5,712,639 | \$ 6,404,270 | \$ 6,317,026 | \$ 6,635,420 |
| | | | | |
| Authorized Complement | | | | 26 |

Fleet Management

Operating Budget

| Category | FY 2017 Actual | FY 2018 Adopted | FY 2018 Forecast | FY 2019 Adopted |
|------------------------|-------------------|--------------------|---------------------|--------------------|
| EXPENDITURES | | | | |
| Personnel Services | \$ 618,252 | \$ 733,831 | \$ 862,368 | \$ 1,193,975 |
| Materials and Supplies | 300 | 0 | (4) | 0 |
| Grants and Subsidies | 0 | 0 | 12,568 | 0 |
| Total Expenditures | \$ 618,552 | \$ 733,831 | \$ 874,932 | \$ 1,193,975 |
| NET EXPENDITURES | \$ 618,552 | \$ 733,831 | \$ 874,932 | \$ 1,193,975 |
| | | | | |
| Authorized Complement | | | | 133 |

General Services • Authorized Complement

| Position Title | Authorized Positions | Position Title | Authorized Positions |
|--|-------------------------|------------------------------------|-------------------------|
| ADMINISTRATION | | SUPER REAL ESTATE | 1 |
| | 7 | TECH REAL ESTATE | 1 |
| ACCOUNTANT ASSOCIATE A ANALYST ACCOUNTING | 7 1 | Total Real Estate | 6 |
| ANALYST ACCOUNTING ANALYST DIVERSITY/CONTRACT | 1 | | |
| ANALYST PROJECT | 1 | OPERATION CITY HALL | |
| ASST EXECUTIVE | 1 | ADMR OPERATION CITY HALL | 1 |
| COORD HR GEN SVCS | 1 | ASST BUILDING MNT CH | 2 |
| COORD SAFETY & COMPLIANCE | 1 | CLERK MAIL DISTRIBUTION BINDERY | 3 |
| DIRECTOR GENERAL SVCS | 1 | CLERK MAIL DISTRIBUTION BINDERY LD | 1 |
| DIRECTOR GENERAL SVCS DEPUTY | 1 | CREWPERSON | 1 |
| MGR BUDGET CONTRACT | 1 | MECH BUILDING MNT CH | 5 |
| SCHEDULER PLANNER | 1 | OPER 1ST CL STEAM REF | 6 |
| SPEC CUST SVC ADMIN | 1 | PRINTER | 2 |
| SUPER BUSINESS AFFAIRS | 2 | SUPER BLDG MNT CITY HALL | 2 |
| SUPER SUPPORT SVCS | 1 | SUPER PRINTING MAIL | 1 |
| Total Administration | 21 | WATCHMAN | 2 |
| iotal Administration | 21 | Total Operation City Hall | 26 |
| PROPERTY MAINTENANCE | | | |
| ADMR PROPERTY & GROUNDS MAINT | 1 | FLEET MANAGEMENT | |
| ASST CRAFTS | 6 | ACCOUNTANT ASSOCIATE A | 1 |
| CARPENTER MNT | 13 | ADMR FLEET SVCS | 1 |
| CREWCHIEF | 3 | ADVISOR SERVICE | 13 |
| CREWPERSON SEMISKILLED | 1 | CLERK INVENT CONTROL | 3 |
| DRIVER TRUCK | 15 | CLERK INVENTORY CONTROL SR | 5 |
| ELECT MNT | 10 | CREWPERSON | 2 |
| FINISHER CONCRETE | 2 | DRIVER FUEL TRUCK | 2 |
| FOREMAN GEN PROPERTY MNT | 4 | FOREMAN AUTO MECHANICS | 7 |
| MASON BRICK | 2 | MECH HEAVY EQUIP | 1 |
| MECH AUTO CAD MNT | 1 | MECH MASTER | 29 |
| MECH BUILDING MNT | 6 | MECH MNT FIRE | 17 |
| OPER HEAVY EQUIP | 3 | MECH MNT FIRE LO | 1 |
| PAINTER | 5 | MECHANIC | 23 |
| PLUMBER MNT | 13 | MGR FINANCE FLEET | 1 |
| ROOFER | 3 | MGR FLEET SVCS | 2 |
| SUPER CRAFT PROP MAINT | 5 | SUPER APPARATUS MAINT | 2 |
| TECH AC REF SVC | 10 | SUPER FUEL SUPPLIES & INV | 1 |
| Total Property Maintenance | 103 | TECH AUTOMOTIVE | 11 |
| | | TECH AUTOMOTIVE RESTORATION | 7 |
| REAL ESTATE | | WELDER MASTER | 4 |
| ADMR REAL ESTATE | 1 | Total Fleet Management | 133 |
| AGENT RIGHT OF WAY | 1 | | |
| AGENT RIGHT OF WAY SR | 2 | TOTAL General Services | <u> 289</u> |

