Departmental Quarterly Performance Report

Department Name: General Services Administration

Reporting Period:
2005
Fourth Quarter

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MAJOR PERFORMANCE INITIATIVES

Goal ES1: Enable County departments and their service partners to deliver quality customer service **Outcome ES1-4:** Satisfied customers **Performance Measure:** % of customers stating they are satisfied with service in our parking facilities **Target Levels:** FY03-04 Actual = 90% FY04-05 = 90% FY05-06 = 93% **Status:** • 92% satisfied with parking services ---------- **Performance Measure:** % of claimants satisfied with liability claims services **Target Levels:** FY06 = 70% **Status:** • Claimant satisfaction – 75% ---------- **Performance Measure:** % of employees and retirees satisfied with the services received from the Benefits Administration Unit. **Target Levels:** FY03-04 = 94% FY04-05=90% **Status:** • Retirees - 97% • Employees – 100% • This measure will be continued in order to measure customer satisfaction after the implementation of web enrollment. ---------- **Performance Measure:** Reduce turnaround time to user for processing contract payments requests. **Target Levels:** FY03-04 =Approve in 3 days FY04-05= Approve in 2 days **Status:** • 528 (100%) – Approved in 1 day	_x_ *Strategic Plan* _x_ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *ECC Project* __ *Workforce Dev.* __ *Audit Response* __ *Other*_____ *(Describe)*
Goal ES2: Enhance community access to reliable information regarding services and County government issues. **Outcome ES2-2:** Responsive communications services (printing) for other county departments **Performance Measure:** Reduce turn-around time for medium sized jobs in the County Copy Center **Target Levels:** FY03-04 = 2.47 days FY04-05= 2.00 days **Status:** • During the fourth quarter of this fiscal year the Copy Center received 148 medium sized jobs with a mean average turn-around-time of 1.95 days.	_x_ *Strategic Plan* _x_ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *ECC Project* __ *Workforce Dev.* __ *Audit Response* __ *Other*_____ *(Describe)*

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Outcome ES2-1: Easily accessible information regarding County services and programs **Performance Measure:** Percentage increase in color digital output **Target Levels:** FY03-04 = 12,000 FY04-05= 13,200 **Status:** • During the fourth quarter of FY 04-05, the Copy Center produced 8,900 impressions. The total number of impressions for FY 04-05 was 27,119, more than double the stated goal of 13,200.	
Goal ES3: – Ensure the timely acquisition of "best value" goods and services while maintaining integrity and inclusion **Outcome ES-3-1:** Streamlined and responsive procurement process **Performance Measure:** % decrease in units of sale **Target Levels:** FY03-04 = 252,600 units of sale FY04-05=decrease units by 5% **Status:** • During the fourth quarter of this fiscal year, inventory was 204,642 units of sale, which represents a 19% decrease during this fiscal year, surpassing the goal by 14%.	_x_ *Strategic Plan* _x_ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *ECC Project* __ *Workforce Dev.* __ *Audit Response* __ *Other*_____ *(Describe)*
Goal ES4: – Capitalize on technology to improve service, increase efficiency and provide greater information access and exchange **Outcome ES-4-3:** Responsive service deployment and resolution of technology problems **Performance Measure:** 80% of routine IT problems resolved in 24 hours **Target Levels**: FY03-04 Actual= 55 % FY04-05 = 70% FY05-06 = 75% **Status:** • Approximately 75 % problems are resolved in 24 hours. The use of remote access to resolve user problems has been a major benefit in this area. Some IT issues took a longer time than expected to resolve; many required a trip to another site and if they could not be resolved immediately, another trip on another day had to be factored in. ---------- **Outcome ES-4-6:** County processes improved through information technology **Performance Measure:** % of users satisfied with electronic/technology access to services and information **Target Levels:** FY05-06 = 50% **Status:** • Web enrollment to be implemented for the 2006 Benefits Open Enrollment, as planned. Open Enrollment Period – 10/17/05 through 11/23/05.	_x_ *Strategic Plan* _x_ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *Workforce Dev.* __ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*
Goal ES5: – Attract, develop and retain an effective, diverse and dedicated team of employees **Outcome ES-5-2:** Retention of Excellent Employees **Performance Measure:** % of reduction in employee turnover rate **Target Levels:** FY04-05 = 5 % / Actual FY04-05 = 4.45% FY05-06 = 4.85% **Status:** • Distributing TOs to divisions within 7 to10 days of receipt from ERD. • Job applicants are notified of status within 29 days after receipt of list from ERD. • Informing divisions within 2 to 4 days of recruitment status.	

- Draft employee satisfaction survey completed; gathering input from division directors.
- Beginning work with the IT Section to create an online survey.

Goal ES6: – Plan, Construct and maintain well-designed County facilities in time to meet the needs of Miami-Dade County

Outcome ES-6-1: Safe, convenient and accessible facilities planned and built ready to meet needs

_x_ *Strategic Plan*
_x_ *Business Plan*
__ *Budgeted Priorities*
__ *Customer Service*
__ *Workforce Dev.*
__ *ECC Project*
__ *Audit Response*
__ *Other*_____
(Describe)

Performance Measure: Maintain the rates of new County leases at or below the rates of comparable buildings in the local real estate market

Target Levels: FY04-05=Establish Baseline

Status:

- Four new leases went into effect during this quarter. Rates for all four leases were below the rates of comparable buildings in the local real estate market, as identified by staff during its site selection process, and subsequently reported to the Board as additional information in the agenda items for each lease agreement. The estimated total annual savings is $55,524.00.

Performance Measure: Maintain per square foot operating expense for GSA-managed buildings at or below rates of comparable buildings in private sector

Target Levels: FY03-04= In line with private sector per OSBM Rent Study
FY04-05= Rates not available at start of the fiscal year. Final 04-05 rates for both GSA building expense and comparable private sector buildings will be finalized with OSMB as part of the FY05-06 budget process.

Status:

- GSA and OSBM staff created a model during the 05-06 budget process (Spring 2005) to assist in ensuring rates are consistent with the private sector. Results of the study indicated that past and projected operating expenses were at or below that of the private sector. Actual end-of-year expenses for FY 04-05 validated the study projections, i.e. overall GSA building expenses continue to trend below the private sector.

Performance Measure: Reduce time required to complete estimates

Target Levels: FY03-04 = 25 Days FY04-05=20 Days

Status:

- Staff continued working on 160 requests for new estimates for this quarter. 65 were waiting for departmental approval. 38 estimates were completed and sent to the user departments for their approval within 20 days and eight were completed within 25 days. Five estimates took longer due to the proposed changed scope of work and work load of the project managers.

Performance Measure: Increase the availability of professional, educational and technical training opportunities

Target Levels: FY04-05= 75% (250 hours)

Status:

- All levels of Division staff attended numerous County sponsored and outside professional training this quarter as listed in the Training section on page 8 of this submission. In total, staff recorded 580 hours of training.

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Performance Measure: Percentage of in-house Construction projects or phases completed on time in accordance with original schedule

Target Levels: FY03-04 = 75% FY04-05= 80%

Status:

- There were 52 projects (or elements of projects) completed on time and within budget out of 65 reported for this quarter. Nine were late due to staff workload, two were due to permit delays, one had to be re-bid and one was due to an increase in scope of work.

Outcome ES-6-4: Well-maintained facilities (parking)

Performance Measure: % of milestones met

Target Levels: FY03-04 Actual = 50% FY04-05=60% / Actual – 70% FY05-06 = 85%

Status:

- Negotiated and signed a landscape service agreement with Department of Corrections & Rehabilitation to maintain parking facilities.
- Bids for contract to repair guide wires and tire-stops in Hickman garage received and being reviewed; looking at other maintenance items in that facility.
- Requesting a complete assessment of the Hickman Garage to determine the extent of required maintenance.

Goal ES7: – Provide quality, sufficient and well maintained County vehicles to County Departments

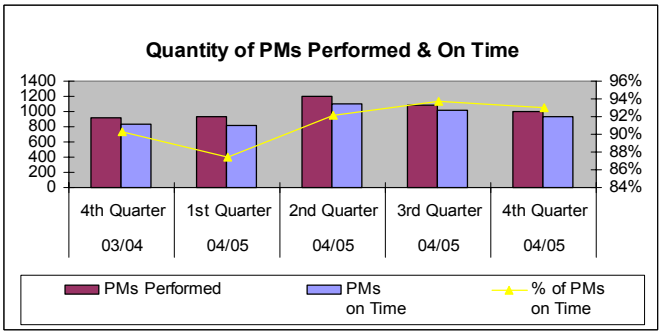
Outcome ES-7-1: Safe and reliable vehicles ready to meet needs

Performance Measure: % of the preventive maintenance of Solid Waste collection and disposal equipment performed within the predetermined interval

Target Levels: FY03-04=88% FY04-05=90%

Status:

- 93% of all the SWM heavy equipment PMs were performed on time or within the predetermined interval this quarter.



Performance Measure: Increase customer satisfaction with County fueling operations by reducing the time required to obtain fuel

Target Levels: FY03-04=14 fuel sites converted to cardless (VIT) technology
FY04-05=convert 9 fuel sites to a cardless (VIT) technology

Status:

- The cardless VIT system has been installed at a total of 18 cardless fueling sites completed

_x_ *Strategic Plan*
_x_ *Business Plan*
__ *Budgeted Priorities*
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__ *Other*_____
(Describe)

to-date.

- 845 new County vehicles have been equipped with VIT transceivers.
- The installation of the cardless fueling system has slowed in the past quarters because we have focused our efforts in adding the technology to actual vehicles. Another deterrent has been the busy hurricane season, which requires us to refocus our attention on more pertinent matters.

Performance Measure: Reduce the percentage of PMs for light equipment that are overdue (excluding police patrols)
Target Levels: FY03-04 = 96% of light equipment FY04-05 = 98% of light equipment
Status:

- 97.8% of the PMs performed were within the predetermined mileage interval. (Below target levels are due to a shortage of Light Equipment Technicians and two active hurricane warnings in the last quarter.
- The percentage of light vehicles excluding police patrols that were past due for PM service averaged 2.2%.
- Facility Supervisors request to have fuel cards shut off on certain vehicles when their PMs are overdue.

Outcome ES-7-2: Worker-friendly and functional vehicles
Outcome ES7-3: Cost-effective vehicles

Performance Measure: # of environmentally friendly vehicles in the fleet
Target Levels: FY03-04 = 206 total hybrid vehicles FY04-05= 281 total hybrid vehicles

Status:

- 75 model year 2005 Toyota Prius hybrids are in the process of being received, increasing the hybrid fleet to 281.

Goal ES8: – Ensure the financial viability of the County through sound financial management practices
Outcome ES8-1: Sound asset management and financial investment strategies

Performance Measure: Increase the recovery percentage (%) relevant to the viable recovery opportunities
Target Levels: FY03-04 = $1,400,035 (48% of viable recoveries)
FY04-05= 50% of viable recoveries

Status:

- $414,942 Recoveries, 75% of viable recoveries for this quarter, for a yearly total of $1,620,345.
- FY 04-05 = 57% vs. 48% for FY03-04, a 9% increase.

Performance Measure: % of invoices paid within 30 days of receipt
Target Levels: FY03-04 Actual= 75% FY04-05 = 80% /Actual = 85% FY05-06 = 90%

Status:

- Current turnaround time is 12.76 days.
- Revising Accounts Payable procedures to further reduce processing turnaround time.

_x_ *Strategic Plan*
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Return to Work: Implementation of Return to Work Program Expanse of the return to work programs and fine tuning practices and procedures continued. A draft of the programs/position policies and procedures was prepared, along with a detailed job description of the Disability Management Specialist position during the year. The average caseload of claimants being provided reemployment assessments and/or services remained at approximately 40. Participation in the monthly Disability Panel Review meetings continued as did attendance and participation in Jackson Memorial Hospital's Reasonable Accommodation Committee as needed. Evaluation of supplemental providers and monitoring of the vendors who have been provided referrals continued, as did networking with DPRs, supervisors, and other relevant personnel to assist with locating position openings, coordinating job analyses, and related issues. Several new referrals were received and processed, with the majority receiving reemployment services in efforts to assist with returning to gainful employment. If we are unable to locate suitable employment (within restrictions) at a County job, we work with the employee to pursue outside opportunities. This includes helping the employee develop a resume, attending job fairs with the injured worker, etc. Additionally, we may help the employee identify classes he/she can take to improve skills and perhaps qualify for another County position. Approximately 30 cases were closed during the quarter due to job analysis completion, return to work, or other resolution. About one third of these involved return to work. This position is not currently filled. Our first recruitment was not successful. We have interviews scheduled as a result of the second recruitment.	__ *Strategic Plan* __ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *Workforce Dev.* _x_ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*
Contaminated Oil Filtration System*:* Install specialized oil filtration technology on heavy equipment to reduce the frequency and cost of oil changes. There were 33 new SWM trucks received with the Puradyn system during this quarter and there were no retrofits done to older units in the fleet. Currently, the departmental breakdown of the trucks retrofitted at our shops with the Puradyn system is: 75 Fire Department, 552 Solid Waste, and 10 MDT. GSA will continue installations based on the type, age, and use of the equipment. The Puradyn system is working as stated by the manufacturer. We have incorporated it on all heavy equipment specifications for current and future County equipment purchases.	__ *Strategic Plan* __ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *Workforce Dev.* _x_ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*
Energy Performance Contracting: Implementation of Energy and Water Saving Measures for County Facilities • Projects continue at the Miami International Airport Central Chiller Plants and at three other facilities at MIA, the South District Wastewater Treatment Plant, the TGK Correctional facility, five GSA – managed buildings and for facilities at the Civic Center. • A new project has commenced, to provide an extension and improvements to the Downtown Chilled Water Loop. • Energy audits and recommendations are being reviewed for two sewer treatment plants. • Energy and water conservation audits are underway for Park and Recreation facilities, GSA/Fleet Management facilities, and several additional locations at the Miami International Airport. **Savings for the Quarter**: $1,146,380 **FY 2004-05 Savings :** $3,296,380	__ *Strategic Plan* __ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *Workforce Dev.* _x_ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*
Divest of Surplus Lands: Review the inventory of County-owned surplus lands and divest these properties where practicable. During this quarter the Real Estate Section closed on the sale of fifty (50) Infill Housing lots generating $1,005,705.00.	__ *Strategic Plan* __ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* __ *Workforce Dev.* _x_ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*
Marketing: • Additional customers utilizing Materials Management for business services during the fourth quarter include Opa Locka, North Miami, Homestead, Sweetwater, Hialeah, Florida City, South	__ *Strategic Plan* __ *Business Plan* __ *Budgeted Priorities* x *Customer Service*

Miami, Public Defender, State Attorney and Miami Lakes.	__ *Workforce Dev.* __ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*
• Administration- o Supervisory Certification Program o Customer Service Training o DBD Small Business Purchasing o EOC Disaster Preparation & Logistics Training o Ethics Training o Affirmative Action Training o Monthly Safety Talks o COGNOS Datamart Training o Datastream training o Management Performance Evaluation Training • CMRS – o CIIS - GOB Training o FAMIS/ADPICS Training o Employee New Hire Orientation o Continuing Education Classes – Architectural/Engineering Staff o License Renewal classes - HVAC and Plumber Supervisors o Procurement Workshop o County Supervisory Certification Program o Safety Talks o Access, Word, Excel, Outlook, PowerPoint, Visio, PhotoShop and Illustrator computer classes • Fleet Management – o Monthly safety talks o New Hire orientation o Procurement workshop o County Supervisory Certification courses o Several different technical training classes for light and heavy mechanics • FUMD – o County Supervisory Certification courses are currently being attended by staff. o Monthly Safety Talks o New Hire Orientation o Payroll Attendance Record Training (PAR) o Personnel staff attended Training in the areas of: o HLS-CAM training offered through the Office of Emergency Management. Ten attendees @ 24 hours (240 training hours) • Materials – o All employees receive monthly safety briefing. o On going training of Graphic Designers • Risk – Training received on the following topics: o New Employee Orientation and Customer Service Class o Total Medical Solutions o 30th Annual Joint Educational Conference o Chainsaw Training o Hazwoper Training – 8 hour basic Hazardous Materials Awareness level training	__ *Strategic Plan* __ *Business Plan* __ *Budgeted Priorities* __ *Customer Service* _x_ *Workforce Dev.* __ *ECC Project* __ *Audit Response* __ *Other*_____ *(Describe)*

class designed to train participants how to respond to hazardous materials emergencies. The class is provided by the South Florida Regional Planning FWCI Conference o Ethics in Claims Management o Water & Sewer Training on Reporting Workers' Compensation Injuries o Medical Care Services – Chronic Pain Syndrome o Parks Training on Reporting Workers' Compensation Injuries o Reading Pend and Transmit Reports o National Association of Government Defined Contribution Administrators (NAGDCA) 2005 Annual Conference o Safety Training	

PERSONNEL SUMMARY

A. *Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	703	786**	715	71	732	54	725	61	725	61

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

** Budgeted positions 784; 4 overages - - 1 Senior Systems Analyst Programmer; 1 Console Security Specialist; 1 Building Management Assistant 1; 1 Construction Manager 2; 2 Transferred to Team Metro – 311 Answer Center – 1 Data Entry Specialist, 1 Claims Representative 1

Notes:

B. *Key Vacancies*

Administration: Senior Systems Analyst/Programmer
Director, GSA

Materials: 1-Mail Center Clerk PT

Risk:
1- Claims Representative 1
1- Risk Management Insurance Representative
1- Risk Management Appraiser
1- Safety Specialist 1
1- Group Insurance Representative
1- Disability Management Specialist

CMRS:
1 – A/E Manager
1- Professional Engineer (pending Engineer 3 reclass)
2 – Architect 3
1 – Secretary
2 – Construction Manager 2
1 – Special Projects Administrator
4 – Maintenance Mechanics

Fleet:
8 - Light Equipment Technician
3 - Heavy Equipment Technician
2 - Fleet Management Assistant Facility Supervisor
2 - Auto Parts Specialist 2
1 - Fleet Management Facility Supervisor
1 - Welder
1 - Systems Analyst/Programmer 2
1 – Data Entry Specialist 1

FUMD:
1 - Security Alarm Specialist
3 – Maintenance Mechanic
1- Real Estate Officer
1- Building Manager 1
1-Building Manager 2
1- Console Security Specialist 1
1- Account Clerk
1-Energy Management Analyst (pending reclass)

C. Turnover Issues

None

D. Skill/Hiring Issues

The hiring freeze maintained a significant restriction in the recruitment of much-needed staff. This was particularly evident in the professional and trade classes forcing the department to depend on temporary help to meet its operational needs. In some cases, extant wage structures posed additional recruitment problems as potential employees balked at the comparatively low wages paid by the County.

Risk: The Workers' Compensation and Liability sections continue to face challenges in filling critical positions due to the specialized nature of the jobs. The pool of qualified applicants is small.

CMRS: A new Senior Registered Architect started this quarter, promoted in-house from an Architect 3. The Engineer 3 "dropped" on September 30, and now that the hiring freeze is lifted, we can fill the position. The A/E Manager is transferring to another Department in October.

Fleet: The expeditious hiring of 16 operations positions: 8 Light Equipment Technicians and 3 Heavy Equipment Technicians, 1 Welder and 2 Auto Parts Specialist 2s, a Data Entry Specialist 1, and 1 Heavy Truck, Tire Repairer is critical in reducing vehicle repairs backlog, improving vehicle repair turn around time, and reducing overtime. The filling of a recently reclassified position, Systems Analyst/Programmer 2, is necessary to provide dedicated computer support to the Division especially in light of a new Fleet software implementation in the planning stages. Lastly, the hiring of two Assistant Facility Supervisors and one Facility Supervisor is necessary to provide adequate supervisory coverage at the shops. As a temporary measure,

three technical positions are working out of class as supervisors, which further depletes the technical/production workforce, until these positions are filled.

FUMD: The following vacant positions continue to present major obstacles to hiring qualified individuals with the skills, knowledge, and abilities required for these positions due to the nominal starting salaries: Security Alarm Technician and Elevator Inspector. The current applicant pool is so small that ads have to be run on a continuous basis, with interviews held as applications are received. A more competitive salary would encourage more qualified people to apply, thereby creating a larger applicant pool.

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

Administration: Parking has filled the 3 part-time positions that allow us maximum flexibility with reduced overtime.

Materials: One temp graphic designer – considered as long term provides employee training. One temp in office supplies and one temp in the mail room.

One temp in the office supply section while one permanent employee has been assigned to the hurricane relief effort at the warehouse. This temp is scheduled to be released on October 22, 2004.

Risk: The Property and Casualty and Liability sections continued utilizing temporary services. The Risk Management Specialist position is being temporarily filled through the employment agency. The Liability temp was used to cover for a vacant position that was filled in August.

CMRS: As a general rule, temps are utilized in order to provide flexibility with fluctuating work loads in the following areas:

- 8 Electricians - assisting the licensed journeyman with their daily tasks.
- 4 Refrigeration/AC Mechanics - assisting the licensed journeyman with their daily tasks.
- 5 Carpenters - assisting the licensed journeyman with their daily tasks.
- 2 Clerk 3s - located at the Shops and the Construction Management Section to monitor invoices, establish a proper procurement filing system, compile the roofing documents and roof maintenance program and to aid the Secretary in assisting the 80 staff members stationed at that location.
  - 1 Temporary Secretary to fill in while Administrative Secretary was on extended medical leave. Temporary position was cancelled when staff person returned to work.
  - 1 Clerk 3 to replace Design/AE Secretary that transferred with a promotion to another County Department.
- 1 Architectural Drafter - to assist drawing for projects and models.
- 1 Architectural Drafter - to manage plans room, flat files maintenance

-1 Clerk at Storeroom - to assist stock functions

Fleet: Fleet currently has seven temporary, contracted employees:

- 1 Data Entry Specialist entering vehicle and fuel card information into two computer systems and preparing new and replacement fuel cards for County operators. The intent was to fill this position within the upcoming months, but we recently found out that the data entry position that was going to be used was permanently transferred to Team Metro's 311 Call Center. Fortunately, we have been able to acquire another position, which will be filled by the end of October, 2005.
- 1 Clerk 3 performs similar duties as the Data Entry Specialist 1. The timeframe for using this position is indefinite.
- 1 Auto Service Helper performing vehicle cleaning and miscellaneous shop-related work.
- 2 Automotive Parts Specialist 2s as a temporary measure until the 2 vacant full-time APS 2 positions are filled. The reqs for these positions have been approved. The recruitment and hiring is expected to be completed by the end of October, 2005.
- 1 Special Projects Administrator 1 contracted to serve as a supervisory floater at our various repair facilities. Due to the hiring freeze, we are unable to recruit for this position permanently; therefore, we are using temporary-contracted help as a replacement. The timeframe for using this position is indefinite.
- 1 Special Projects Administrator 2 (Computer Analyst) with extensive knowledge of our EMS system is assisting GSA MIS staff on the conversion of the current EMS system to a new software system.

Recruitment is in progress for nine temporary, contacted employees:

- 8 Maintenance Repairer (Automotive) positions for the new PM (oil change) program launched October, 2005. The duties involved are basically changing oil and replacing the oil filter on vehicles. The work assignment is for second shift (3-11:30 pm) at four of our repair facilities. The timeframe for using these positions is indefinite.
- 1 Maintenance Repairer (Heavy Truck Tire Repairer) responsible for various tasks in the standardized tire and wheel maintenance of heavy County vehicular equipment. Vacancy was created by a retiring employee. The req. has been approved and recruitment and hiring will be completed by the end of November, 2005.

FUMD: FUMD has one part-time Building Management System Operator 1, five part time Console Security Specialist 1s, and one part time Elevator Inspector vacancies.

With the exception of the maintenance supervisor at the Public Defender Building and the plumber at the Graham Building, all temporary agency personnel are interim positions, necessary in order to maintain critical functions performed by currently unfilled approved, budgeted positions.

All are either under recruitment, or approved for recruitment. Temporary agency personnel are expected to be released upon the filling of these positions, projected to occur by the second quarter of fiscal year 2006.

Current temporary agency positions include one part-time console security specialist, one building service ticket data entry clerk, one maintenance supervisor, three maintenance mechanics, one maintenance repairman, one plumber, one Power Systems Technician, one building manager, two elevator billing/data entry clerks, and one special projects administrator.

F. Other Issues Acquisition of an adequate location for the Trades Shop facility is still a major and critical pending issue. Even though bridge construction was due to start May 05 (the last date from the State); in the area of the demolished Carpentry Shop, it has not yet begun. Potential sites had been identified and researched; contact with the owners through the FUMD Real Estate Section was initiated. These properties were either "sold out from under us" (State Road 112 site & Airport site) or were determined to be not available (WASA). Continued physical deterioration of the Trade Shop buildings will now result in an immediate search for an interim site.

FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
			Third Quarter		Year-to-date			
	Actual	Total Annual Budget	Budget	Actual	Budget	Actual	$ Variance	% of Annual Budget
Revenues								
Carryover	12,437	5,878	1,470	0	5,878	16,505	10,627	181%
Proprietary	3,443	3,664	916	473	3,664	3,543	(121)	97%
Vehicle Charges	20,810	28,792	7,198	7,480	28,792	25,963	(2,829)	90%
Int. Svc. Charges	133,333	139,528	34,882	54,377	139,528	137,390	(2,138)	98%
GF Subsidy	16,918	24,301	6,075	23,101	24,301	23,101	(1,200)	95%
Total	186,941	202,163	50,541	85,431	202,163	206,502	4,339	102%
Expense*								
Personnel	48,749	53,521	13,380	14,252	53,521	53,337	(184)	100%
Other Operating	104,988	111,746	27,937	26,418	111,746	110,310	(1,436)	99%
Capital	12,686	36,896	9,224	6,585	36,896	22,813	(14,083)	62%
Total	166,423	202,163	50,541	45,905	202,163	186,460	(15,703)	92%

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Equity in pooled cash (for proprietary funds only)

	Prior FY 03-04 Beginning Year Actual	Prior FY 03-04 Year-end Actual	Current FY 04-05 Fourth Quarter
GSA - Administration	1,046	2,696	3,068
GSA - Fleet Management	6,873	13,447	16,799
GSA - Materials Management	684	(67)	292
GSA - Risk Management	326	377	177
GSA - Facilities Management	(4,003)	(2,120)	2,149
GSA - Construction Management & Renovation Services	4,198	3,683	4,232
TOTAL	9,124	18,016	26,717

Comments:

a. Actual carryover is recorded as having been 'received' in the first quarter. Carryover includes about $10.1M for encumbered vehicle replacements and $2.5M earmarked for Fleet Management's Facility Replacement. Budgeted carryover is spread among quarters to reflect equal quarterly amounts.
b. The percent of annual budget was calculated using the year-to-date actual as a percentage of the annual budget.
c. Numbers do NOT include the Office of ADA Coordination.
d. Vehicle Charges (at 90%) are lower than budgeted because the mid-year supplemental revenues of $4.5M were not fully realized during this period.
e. Operating Capital (at 62%) is lower than the budgeted amount primarily because encumbrances ($5.2M) for vehicle purchases have not yet been liquidated and other expected vehicle replacements (primarily MDFR, C&R, DSWM, PWD) did not materialize.

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

a. The new building rent model was completed as a part of the FY05-06 budget development process, and will be implemented during FY 05-06.
b. MDPD has made its final installment of its 3-year loan for vehicle replacement from Fleet Management.
c. MDFR has settled its vehicle replacement/policy charges of $770,000 for August and September 2004.
d. Miami Dade Housing Department has settled its old outstanding charges to the Fleet Management Division and is now current.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

_____ Date_____

Interim Department Director