

INTERNAL SERVICE FUNDS

These funds account for internal functions that are utilized by all Town departments and divisions, including Information Technology, Facilities Management, and Purchasing Services. Each division within the Town is charged according to its actual usage of the services provided by the divisions within the Internal Service Funds, and these funds are fully supported by these internal charges. The Health Insurance Fund is also included in this group and consists of the Town's health insurance and related benefit programs for employees.

Internal Service Funds Summary

REVENUES

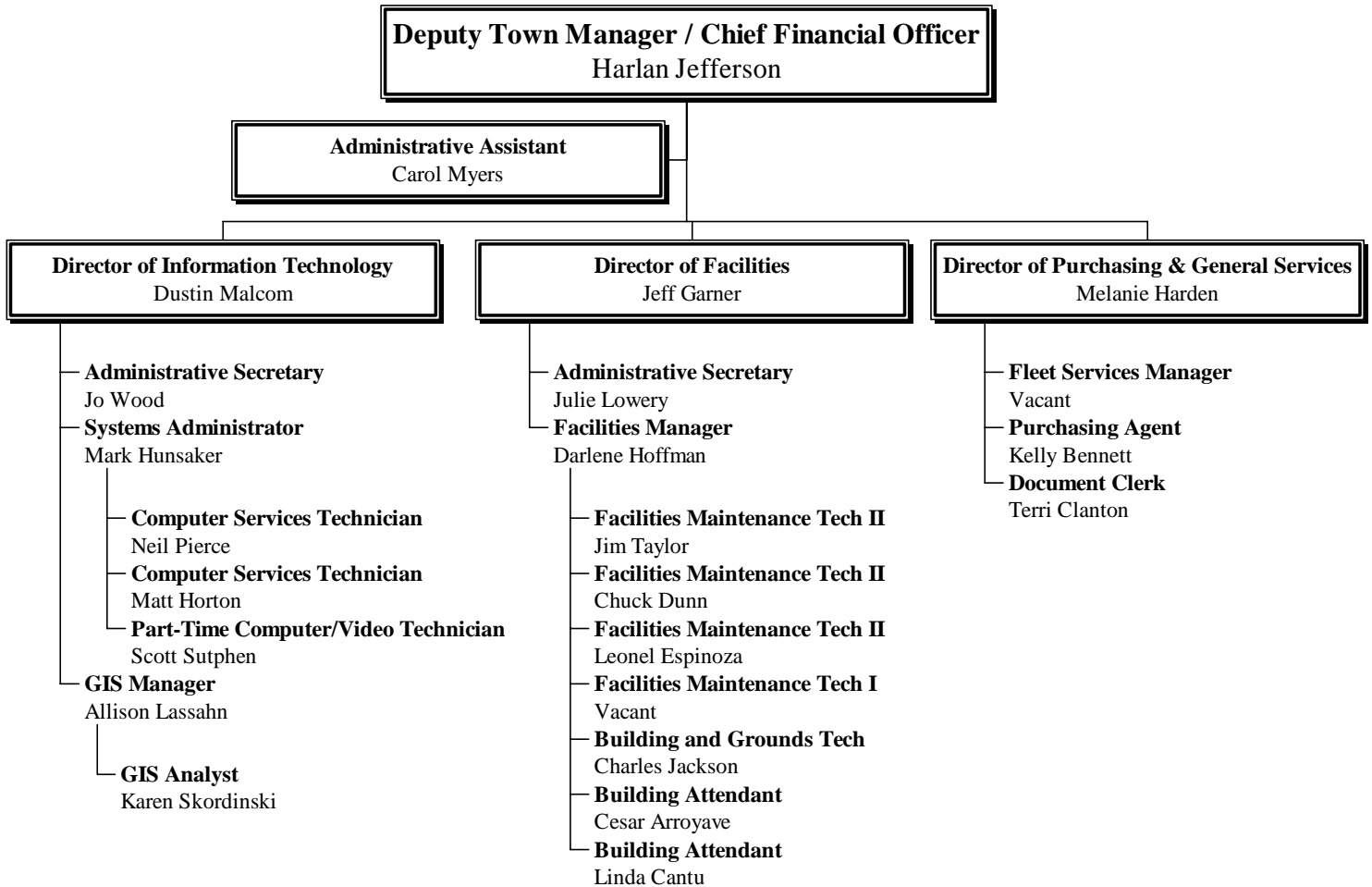
	FY 99-00 Actual	FY 00-01 Budget	FY 00-01 Projected	FY 2001-02 Adopted	% Change Projected to 01-02 Adopted
Information Technology Services:					
Management Information Systems	\$ -	\$ 686,980	\$ 686,980	\$ 844,705	22.96%
Geographical Information Systems	-	123,237	123,237	\$ 168,723	36.91%
Total Information Technology Services	\$ -	\$ 810,217	\$ 810,217	\$ 1,013,428	59.87%
Facilities Management Services:					
Facilities Management	\$ -	\$ 1,615,205	\$ 1,615,205	\$ 1,341,969	-16.92%
Total Facilities Management Services	\$ -	\$ 1,615,205	\$ 1,615,205	\$ 1,341,969	-16.92%
Purchasing Services:					
Purchasing Services	\$ -	\$ 145,103	\$ 145,103	\$ 178,283	22.87%
Total Purchasing Services	\$ -	\$ 145,103	\$ 145,103	\$ 178,283	22.87%
Fleet Services:					
Fleet Services	\$ -	\$ -	\$ -	\$ 236,771	
Total Fleet Services	\$ -	\$ -	\$ -	\$ 236,771	0.00%
Health Insurance Fund					
Health Insurance	\$ -	\$ -	\$ -	\$ 3,127,025	
Total Health Insurance Fund	\$ -	\$ -	\$ -	\$ 3,127,025	N/A
TOTAL REVENUE	\$ -	\$ 2,570,525	\$ 2,570,525	\$ 5,897,475	65.82%

Internal Service Funds Summary

EXPENDITURES

	FY 99-00 ACTUAL	FY 00-01 BUDGET	FY 00-01 PROJECTED	FY 2001-02 Adopted	% Change Projected to 01-02 Adopted
Information Technology Services:					
Management Information Systems	\$ -	\$ 680,094	\$ 680,094	\$ 844,705	24.20%
Geographical Information Systems	-	123,237.00	123,237.00	168,723	36.91%
Total Information Technology Services	\$ -	\$ 803,331	\$ 803,331	\$ 1,013,428	61.11%
Facilities Management Services:					
Facilities Management	\$ -	\$ 1,617,344	\$ 1,617,344	\$ 1,341,969	-17.03%
Total Facilities Management Services	\$ -	\$ 1,617,344	\$ 1,617,344	\$ 1,341,969	-17.03%
Purchasing Services:					
Purchasing Services	\$ -	\$ 145,833	\$ 154,078	\$ 178,283	15.71%
Total Purchasing Services	\$ -	\$ 145,833	\$ 154,078	\$ 178,283	15.71%
Fleet Services:					
Fleet Services	\$ -	\$ -	\$ -	\$ 236,772	N/A
Total Fleet Services	\$ -	\$ -	\$ -	\$ 236,772	N/A
Health Insurance Fund					
Health Insurance	\$ -	\$ -	\$ -	\$ 3,127,025	N/A
Total Health Insurance Fund	\$ -	\$ -	\$ -	\$ 3,127,025	N/A
TOTAL EXPENDITURES	\$ -	\$ 2,566,508	\$ 2,574,753	\$ 5,897,477	129.05%
NET CHANGE	\$ -	\$ 4,017	\$ (4,228)	\$ -	59.80%

INTERNAL SERVICES



FUND:	Internal Service/Information Technology
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Management Information Systems
FUNCTION:	General Government

DESCRIPTION

The Management Information System Division's mission is to coordinate, direct, and manage those systems required to provide the information technology needs relating to voice, data, and video communications of the Town. Additionally, it is the responsibility of MIS to research and provide those systems necessary to implement policy and strategic plans as directed by the Town Manager's Office.

PERFORMANCE MEASURES

	<u>1999-2000</u> <u>ACTUAL</u>	<u>2000-2001</u> <u>ACTUAL</u>	<u>2001-2002</u> <u>TARGET</u>
1. Percentage of Work Orders closed within one week.	N/A	N/A	90%
2. Percentage of Repeat Work Orders	N/A	3%	1%
3. Network Downtime	N/A	1%	.5%

FUND:	Internal Service/Information Technology
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Management Information Systems
FUNCTION:	General Government

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 1999-2000 ACTUAL EXPENSES	FY 2000-2001 MODIFIED BUDGET	FY 2000-2001 PROJECTED EXPENSES	FY 2001-2002 ADOPTED BUDGET	FY 2002-2003 PROJECTED BUDGET	FY 2003-2004 PROJECTED BUDGET
Personnel Services	\$ 174,438	\$ 341,538	\$ 341,538	\$ 341,058	\$ 354,700	\$ 368,888
Supplies & Materials	17,535	18,515	18,515	14,815	15,408	16,024
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	1,591	879	879	879	914	951
Contractual Services	144,054	311,307	311,307	487,953	486,671	506,138
Capital Outlay	37,206	7,855	7,855	-	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 374,824	\$ 680,094	\$ 680,094	\$ 844,705	\$ 857,693	\$ 892,000

PERSONNEL SUMMARY

	FY 1999-2000 ACTUAL	FY 2000-2001 MODIFIED	FY 2000-2001 PROJECTED	FY 2001-2002 ADOPTED	FY 2002-2003 PROJECTED	FY 2003-2004 PROJECTED
Exempt	2.00	2.00	2.00	2.00	3.00	3.00
Non-Exempt	2.00	3.50	3.50	4.00	4.00	5.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	4.00	5.50	5.50	6.00	7.00	8.00

FUND:	Internal Service/Information Technology
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Management Information Systems
FUNCTION:	General Government

DECISION PACKAGE SUMMARY

TITLE	AMOUNT
One (1) Video Production Specialist upgraded to Full Time Position	\$ 12,312
Maintenance on Nortel Phone System	24,843
Software Compliance Licensing	20,000
Town-wide PC Replacement Plan	5,200

FUND:	Internal Service/Information Technology
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Geographical Information Systems
FUNCTION:	General Government

DESCRIPTION

The Geographical Information System Division's mission is to coordinate, direct, and manage those systems required to provide the information technology needs relating to voice, data, and video communications of the Town. Additionally, it is the responsibility of GIS to research and provide those systems necessary to implement policy and strategic plans as directed by the Town Manager's Office, particularly in the areas of mapping technology and geographical planning.

PERFORMANCE MEASURES

	<u>1999-2000</u> <u>ACTUAL</u>	<u>2000-2001</u> <u>ACTUAL</u>	<u>2001-2002</u> <u>TARGET</u>
1. Percentage of Work Orders closed within one week.	N/A	80%	90%
2. GIS function deployed and functional in all Divisions.	10%	15%	33%
1. Fulfill GIS needs of Town users as expressed with GIS Needs Survey	N/A	15%	33%

FUND:	Internal Service/Information Technology
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Geographical Information Systems
FUNCTION:	General Government

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 1999-2000 ACTUAL EXPENSES	FY 2000-2001 MODIFIED BUDGET	FY 2000-2001 PROJECTED EXPENSES	FY 2001-2002 ADOPTED BUDGET	FY 2002-2003 PROJECTED BUDGET	FY 2003-2004 PROJECTED BUDGET
Personnel Services	\$ 39,906	\$ 90,103	\$ 90,103	\$ 115,124	\$ 119,729	\$ 124,518
Supplies & Materials	1,271	3,800	3,800	14,134	14,699	15,287
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	90	-	-	-	-	-
Contractual Services	78	29,334	29,334	39,465	19,760	20,550
Capital Outlay	-	-	-	-	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 41,345	\$ 123,237	\$ 123,237	\$ 168,723	\$ 154,188	\$ 160,356

PERSONNEL SUMMARY

	FY 1999-2000 ACTUAL	FY 2000-2001 MODIFIED	FY 2000-2001 PROJECTED	FY 2001-2002 ADOPTED	FY 2002-2003 PROJECTED	FY 2003-2004 PROJECTED
Exempt	1.00	1.00	1.00	1.00	1.00	1.00
Non-Exempt	1.00	1.00	1.00	1.00	1.50	1.50
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	2.00	2.00	2.00	2.00	2.50	2.50

FUND:	Internal Service/Information Technology
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Geographical Information Systems
FUNCTION:	General Government

DECISION PACKAGE SUMMARY

TITLE	AMOUNT
GIS Software	\$ 10,465
Web Enabled GIS Mapping	10,000

FUND:	Internal Service/Facilities Management
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Facilities Management Services
FUNCTION:	General Government

DESCRIPTION

The goal of the Facilities Management Services Division is to operate a comprehensive and versatile time-phased program which will maintain or improve the value and optimize the life cycles of equipment, facilities and grounds in a safe, reliable and attractive condition. Our approach is to reduce costs while assuring that quality, reliability, performance and other critical factors will meet or exceed our customers' expectations.

PERFORMANCE MEASURES

	<u>1999-2000</u> <u>ACTUAL</u>	<u>2000-2001</u> <u>ACTUAL</u>	<u>2001-2002</u> <u>TARGET</u>
1. Programming and implementation of preventive maintenance software program.	30%	60%	80%
2. Completion of routine work orders within three (3) days.	90%	90%	90%
3. Completion of customer satisfaction surveys.	8/00	8/01	8/02
4. Generate HVAC preventive work orders from maintenance software program.	85%	85%	95%
5. Maintain accident-free workplace.	90%	90%	90%

FUND:	Internal Service/Facilities Management
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Facilities Management Services
FUNCTION:	General Government

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 1999-2000 ACTUAL EXPENSES	FY 2000-2001 MODIFIED BUDGET	FY 2000-2001 PROJECTED EXPENSES	FY 2001-2002 ADOPTED BUDGET	FY 2002-2003 PROJECTED BUDGET	FY 2003-2004 PROJECTED BUDGET
Personnel Services	\$ 338,788	\$ 413,179	\$ 413,179	\$ 496,334	\$ 516,187	\$ 536,835
Supplies & Materials	53,714	61,576	61,576	56,576	58,839	61,193
Maintenance of Buildings, Structures Land & Improvements	109,709	116,738	116,738	114,578	115,064	119,666
Maintenance of Equipment & Machinery	30,558	28,550	28,550	28,550	29,692	30,880
Contractual Services	679,426	977,301	977,301	585,141	608,547	632,889
Capital Outlay	110,797	20,000	20,000	60,790	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 1,322,992	\$ 1,617,344	\$ 1,617,344	\$ 1,341,969	\$ 1,328,328	\$ 1,381,462

PERSONNEL SUMMARY

	FY 1999-2000 ACTUAL	FY 2000-2001 MODIFIED	FY 2000-2001 PROJECTED	FY 2001-2002 ADOPTED	FY 2002-2003 PROJECTED	FY 2003-2004 PROJECTED
Exempt	2.00	2.00	2.00	2.00	2.00	2.00
Non-Exempt	7.00	8.00	8.00	8.00	9.00	9.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	9.00	10.00	10.00	10.00	11.00	11.00

FUND:	Internal Service/Facilities Management
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Facilities Management Services
FUNCTION:	General Government

DECISION PACKAGE SUMMARY

TITLE	AMOUNT
Facilities Projects/Renovations/Equipment Replacements or Upgrades	\$ 64,730

FUND:	Internal Service/Purchasing and General Services
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Purchasing and General Services
FUNCTION:	General Government

DESCRIPTION

The Purchasing and General Services Division provides timely service and acquisition of supplies, equipment and services for all administrative and operating functions of the Town by using the optimal balance of cost, quantity, quality and utility and doing so within all applicable legal constraints.

PERFORMANCE MEASURES

	<u>1999-2000</u> <u>ACTUAL</u>	<u>2000-2001</u> <u>ACTUAL</u>	<u>2001-2002</u> <u>TARGET</u>
1. Increase number of procurement card transactions.	864	1,270	1,500
2. Print document center work orders on digital equipment.	60%	60%	60%
3. Completion of TOPPS objectives within target dates.	N/A	90%	100%

FUND:	Internal Service/Purchasing and General Services
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Purchasing and General Services
FUNCTION:	General Government

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 1999-2000 ACTUAL EXPENSES	FY 2000-2001 MODIFIED BUDGET	FY 2000-2001 PROJECTED EXPENSES	FY 2001-2002 ADOPTED BUDGET	FY 2002-2003 PROJECTED BUDGET	FY 2003-2004 PROJECTED BUDGET
Personnel Services	\$ 122,783	\$ 129,175	\$ 137,420	\$ 162,983	\$ 169,502	\$ 176,282
Supplies & Materials	5,625	4,580	4,530	1,302	1,354	1,408
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	1,575	2,943	2,943	2,943	3,061	3,183
Contractual Services	6,159	7,309	7,359	11,055	11,497	11,957
Capital Outlay	-	1,826	1,826	-	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 136,142	\$ 145,833	\$ 154,078	\$ 178,283	\$ 185,414	\$ 192,831

PERSONNEL SUMMARY

	FY 1999-2000 ACTUAL	FY 2000-2001 MODIFIED	FY 2000-2001 PROJECTED	FY 2001-2002 ADOPTED	FY 2002-2003 PROJECTED	FY 2003-2004 PROJECTED
Exempt	1.00	1.00	1.00	2.00	2.00	2.00
Non-Exempt	2.00	2.00	2.00	1.00	2.00	2.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	3.00	3.00	3.00	3.00	4.00	4.00

FUND:	Internal Service/Purchasing and General Services
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Fleet Services
FUNCTION:	General Government

DECISION PACKAGE SUMMARY

(No decision packages are included for this division/subdivision.)

DESCRIPTION

Fleet Services is new for FY 2001-2002 and will provide service and maintenance for the Town's fleet, including vehicle and/or equipment acquisition and disposal.

PERFORMANCE MEASURES

	<u>1999-2000</u> <u>ACTUAL</u>	<u>2000-2001</u> <u>ACTUAL</u>	<u>2001-2002</u> <u>TARGET</u>
1. Centrally receive new units.	N/A	N/A	80%
2. 3-day work order processing.	N/A	N/A	95%
3. Participate in local auctions.	N/A	N/A	2

FUND:	Internal Service/Purchasing and General Services
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Fleet Services
FUNCTION:	General Government

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 1999-2000 ACTUAL EXPENSES	FY 2000-2001 MODIFIED BUDGET	FY 2000-2001 PROJECTED EXPENSES	FY 2001-2002 ADOPTED BUDGET	FY 2002-2003 PROJECTED BUDGET	FY 2002-2003 PROJECTED BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ 193,652	\$ 201,398	\$ 209,454
Supplies & Materials	-	-	-	24,555	\$ 14,537	\$ 15,119
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	\$ -	\$ -
Maintenance of Equipment & Machinery	-	-	-	3,000	\$ 3,120	\$ 3,245
Contractual Services	-	-	-	7,255	\$ 7,545	\$ 7,847
Capital Outlay	-	-	-	8,310	\$ 3,182	\$ 3,310
Internal Services	-	-	-	-	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 236,772	\$ 229,783	\$ 238,974

PERSONNEL SUMMARY

	FY 1999-2000 ACTUAL	FY 2000-2001 MODIFIED	FY 2000-2001 PROJECTED	FY 2001-2002 ADOPTED	FY 2002-2003 PROJECTED	FY 2002-2003 PROJECTED
Exempt	-	-	-	1.00	1.00	1.00
Non-Exempt	-	-	-	3.00	5.00	5.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	-	-	-	4.00	6.00	6.00

FUND:	Internal Service/Purchasing and General Services
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Fleet Services
FUNCTION:	General Government

DECISION PACKAGE SUMMARY

TITLE	AMOUNT
One (1) Fleet Services Mgr-Fleet Services Start-Up	\$ 96,951

FUND:	Internal Service/Health Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Health
FUNCTION:	General Government

DESCRIPTION

The Health Fund is to account for the Town's health insurance program and flexible benefit accounts for medical and childcare.

PERFORMANCE MEASURES

(No performance measures are included for this division/subdivision.)

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 1999-2000 ACTUAL EXPENSES	FY 2000-2001 MODIFIED BUDGET	FY 2000-2001 PROJECTED BUDGET	FY 2001-2002 ADOPTED BUDGET	FY 2002-2003 PROJECTED BUDGET	FY 2003-2004 PROJECTED BUDGET
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	-	-	-	-	-	-
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Internal Services	-	-	-	3,127,025	3,252,106	3,382,190
TOTAL	\$ -	\$ -	\$ -	\$ 3,127,025	\$ 3,252,106	\$ 3,382,190

FUND:	Internal Service/Health Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Health
FUNCTION:	General Government

PERSONNEL SUMMARY

(No personnel are included for this division/subdivision.)

DECISION PACKAGE SUMMARY

(No decision packages are included for this division/subdivision.)