



## General Government Buildings

### Mission

To provide the supervision of the design, bidding and construction of all municipal building projects and to provide maintenance services related to governmental buildings and facilities.

### Goals

This section provides continuous construction-management support for new Capital Improvement Projects within the City.

To repair and maintain existing properties and facilities. Skilled trades people are charged with the responsibilities of providing expeditious response time related to emergency repairs of City structures and support systems. Additionally, operational viability of all City facilities is ensured via routine maintenance service. Optimum space utilization of older facilities is achieved through an aggressive remodeling program.

### Objectives

Ensure that all municipal building projects are designed, bid, and constructed in conformity with all federal, state, and local regulatory requirements.

Provide timely responses to all requests for routine maintenance services related to governmental buildings and facilities.

Provide same-day response to all requests for emergency repair services related to governmental buildings and facilities, unless parts or equipment are not available.

Ensure that all municipal buildings are in compliance with all applicable building codes.

Provide services required for maintenance of City vehicles and machinery.

Ensure that all life-safety codes are maintained throughout all municipal buildings.

### Major Functions and Activities

Develop and estimate municipal building projects.

Execute municipal building project permitting and construction.

Maintain safety-related regulatory requirements for all municipal buildings, including maintenance of locks and keys for all City buildings.

Maintain all fire alarms for municipal buildings.

Respond to all after-hours emergency calls related to municipal buildings.

### Accomplishments

Installed an additional 2,000 square feet of ceramic tile in the senior activities rooms at the Senior Center.

Installed 200 feet of wooden fencing at the Pembroke Shores Park.

Installed a new rubber playground at the Bright Beginnings Early Development Center.

Installed a new rubber playground at the East Early Development Center.

Remodeled the Summer Camp room at the Bright Beginnings preschool.

Changed the carpet and tile for 250 apartments at the Pine Point and Pines Place rental facilities.

Added 5 storage containers at the Pembroke Pines Health Park.

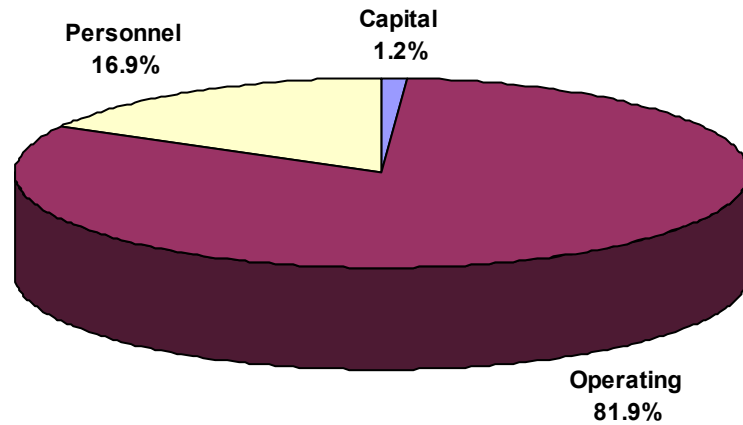
Remodeled the City Clerk's Office, which is located on the 5th floor of the City Hall building.

Remodeled the lobby of the East Charter School administrative building.

# General Government Buildings Performance Measures

Indicator	2009-10		2010-11		2011-12	2012-13
	Actual	Goal	Actual	Goal	Goal	Goal
<b>Outputs</b>						
Number of requests for routine maintenance services	7,418	8,000	13,360	13,500	13,800	14,000
Number of requests for emergency repairs during business hours	2,900	2,800	3,100	3,000	3,000	3,100
Number of requests for emergency repairs after business hours	730	720	760	720	730	740
Total work orders executed	11,048	11,520	17,220	17,220	17,530	17,840
<b>Effectiveness</b>						
% of projects that are designed, bid, and constructed in compliance with all federal, state, and local regulatory requirements	100%	100%	100%	100%	100%	100%
<b>Efficiency</b>						
Minutes required to respond to emergency calls related to municipal buildings	30	15	30	30	30	30

## General Government Buildings - Budget Summary



Expenditure Category	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel				
Salary	607,032	437,117	451,286	404,540
Benefits	372,752	330,785	322,976	358,731
<b>Personnel Subtotal</b>	<b>979,784</b>	<b>767,903</b>	<b>774,262</b>	<b>763,271</b>
Operating				
Professional Services	-	112	2,584	2,500
Other Contractual Services	2,634,649	2,392,383	2,569,028	2,917,735
Travel Per Diem	206	187	1,000	1,000
Communication and Freight Services	118,283	118,998	105,000	90,000
Utility Services	123,678	130,801	139,850	139,750
Rentals and Leases	900	1,654	1,750	1,750
Repair and Maintenance Services	359,485	355,329	361,408	355,332
Printing and Binding	-	21	500	500
Promotional Activities	-	-	1,000	-
Other Current Charges and Obligation	3,512	3,166	3,500	3,500
Office Supplies	4,709	4,754	5,000	5,000
Operating Supplies	114,456	131,428	127,900	180,045
Publications and Memberships	227	72	1,052	87
<b>Operating Subtotal</b>	<b>3,360,105</b>	<b>3,138,906</b>	<b>3,319,572</b>	<b>3,697,199</b>
Capital				
Buildings	55,000	-	-	-
Improvements Other Than Buildings	-	210,769	-	-
Machinery and Equipment	472	11,395	11,805	54,000
<b>Capital Subtotal</b>	<b>55,472</b>	<b>222,164</b>	<b>11,805</b>	<b>54,000</b>
<b>Total</b>	<b>4,395,361</b>	<b>4,128,972</b>	<b>4,105,639</b>	<b>4,514,470</b>

### General Government Buildings - Personnel Summary

Position Title		2009-10 Actual	2010-11 Actual	2011-12 Adopted Budget	2012-13 Budget
12246	Public Service Maintenance Worker I	3	3	3	3
12462	Plumber III	1	1	1	1
12466	Plumber II/AC Mechanic I	1	1	1	-
12533	Electrician II	1	1	1	1
12609	Carpenter Foreman	1	1	1	1
12650	Communication Technician	1	1	1	1
13484	P/T Building Inspector	1	1	1	1
Total	Full-time	8	8	8	7
	Part-time	1	1	1	1