

OFFICE OF CENTRAL SERVICES – 31

MISSION

The Office of Central Services provides a wide range of exemplary services to improve the physical environment within the County facilities; support initiatives of public safety and energy management; deliver cost effective fleet management services; procure services and goods; make capital improvements; manage new construction; manage property and land acquisition; and develop minority business for County agencies, municipalities, citizens and businesses.

CORE SERVICES:

- Manage and direct the County's purchasing and procurement programs.
- Provide inventory control and manage warehouse operations.
- Provide operational and renovation services for County buildings.
- Administer vertical construction projects.
- Provide mail, messenger and courier services.
- Manage County fleet acquisition and maintenance as well as automated fuel sites.
- Provide efficient reproduction services.
- Oversee school construction projects.
- Manage the sale and acquisition of County real property.
- Administer the development of Minority Business participation in the County procurement process.

FY 2008 KEY ACCOMPLISHMENTS:

- Received, inspected and licensed 430 new vehicles. Public Safety vehicles accounted for 332 of the new vehicles that had new emergency equipment installed.
- Implemented a County-wide vehicle reduction program to increase cost savings for all agencies.
- Completed scheduled Duvall wing renovations at the County Courthouse.
- Collaborated with the State's Attorney's Office and Police Department to streamline the processing of forfeited vehicles and assets, which reduced the required storage facilities needed.
- Generated a 53% increase in spot bid revenue, 54% increase in surplus property revenue and a 73% increase in revenue from the sale of confiscated property.
- Increased procurement efficiencies by coordinating direct buyer to agency relationships; developed and installed the Contract Tracking software.
- Exceeded the Minority Business Enterprise (MBE) contract participation goal of 30% by approximately 8%.
- Established a Disadvantaged Business Enterprise (DBE) fund to access Federal earmarked funds available for airport, highways and transit projects.

- Completed \$4,717,174 in major improvements to County facilities.

FY 2009 FISCAL & STAFFING OVERVIEW:

The FY 2009 approved budget for the Office of Central Services is \$35.1 million, an increase of \$4.4 million or 14.4% increase from the FY 2008 approved budget.

GENERAL FUNDS:

The FY 2009 approved General Fund budget of \$16.5 million represents a decrease of \$648,400 or 3.8% from the FY 2008 approved budget of \$17,129,800. Major changes in the FY 2009 approved budget include:

- Cost of living adjustments and merit increases for eligible employees.
- Initial investment in County’s Green Programs.

INTERNAL SERVICE FUNDS:

The FY 2009 approved Fleet Management Fund (IS43) of \$18,359,900 represents an increase of 38.1% from the FY 2008 approved budget of \$13,292,900. Major changes in the FY 2009 approved budget include:

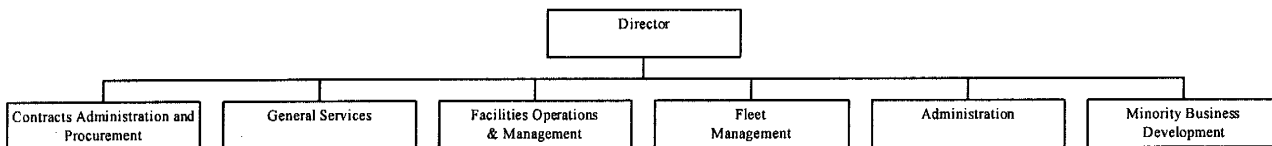
- Increase funding for annual lease costs.
- Increase funding for Other Post Employee Benefits (OPEB) contribution (\$606,000).
- Cost of living adjustments and merit increases for eligible full-time employees.
- Additional funding for vehicle, equipment and depreciation expense.
- Removal of FY 2008 one-time costs for vehicle purchases.
- Resources for additional costs associated with the new satellite garage.
- Fund balance transfer of \$4.2 million to the General Fund.

SPECIAL REVENUE FUNDS:

The FY 2009 approved Property Management Services Fund of \$275,300 remains constant with the FY 2008 approved budget.

The FY 2009 approved Collington Center Fund of \$5,000 remains constant with the FY 2008 approved budget.

ORGANIZATIONAL CHART:



PERFORMANCE MANAGEMENT:

GOAL 1 - To provide efficient maintenance and oversight of renovations and new construction projects for County facilities while promoting a safe and clean environment.

Objective 1.1 - By FY 2010, increase work order requests completed within 10 days by 10% from 83% in FY 2006 to 95%.

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of work order requests	Output	7,544	7,362	9,272	8,100	8,700	8,700
Number of work orders completed	Output	6,789	6,626	8,809	7,695	8,526	8,526
Percent of work orders completed	Output	90%	90%	95%	90%	98%	98%
Percent of customer surveys that were favorable	Quality		62%	73%	80%	90%	90%
Percent of work orders completed within 10 days	Outcome	75%	75%	83%	75%	90%	90%

Performance Measures Explanation – By reducing the department’s processing time, internal and external customers will be more efficient and satisfied.

Objective 1.2 – By FY 2010, increase the percentage of scheduled preventive maintenance tasks completed within by 29% from 93% in FY 2007 to 95%.

MEASURES

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of pieces of equipment to maintain	Input		4	5	7	10	10
Number of preventive maintenance tasks to be completed	Output	5,824	5,798	6,164	5,929	6,660	6,660
Number of preventive maintenance tasks completed	Output	5,520	5,389	5,710	5,540	6,204	6,204
Number of equipment failures	Output		135	135	135	135	135
Number of equipment failures per piece of equipment	Efficiency		34	27	19	14	13.5
Number of preventative maintenance tasks completed on time	Quality	8,256	8,944	8,786	8,662	9095	9,095
Percent of preventive maintenance tasks completed within one month	Outcome	95%	93%	93%	93%	94%	94%

Performance Measures Explanation – Completing the preventive maintenance tasks within the recommended schedule will result in reduced equipment failures, an assurance of equipment operating more efficiently, timely evaluation of aged equipment prior to its failure to work properly and reduced labor hours for repairs.

Goal 2 – To provide safe well-maintained County vehicles to support the County’s transportation needs to including Public Safety.

Objective 2.1 – By FY 2010, increase fleet availability by 1% from 97% in FY 2009 to 98%.

MEASURES

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of mechanics	Input	41	41	43	40	45	45
Number of County vehicles	Output	2,715	2,621	2,786	2,827	3,006	3,306
Number of County vehicles that are inoperable	Output	261	238	173	228	120	99
Number of County vehicles that are operable	Output	2,454	2,383	2,613	2,599	2,886	3,207
Number of work orders for County vehicles	Output	16,166	15,078	14,759	14,147	13,912	14,008
Percent of County vehicles that are inoperable	Output	10%	9%	6%	8%	4%	3%
Number of police vehicles fitted with police equipment	Output		255	315	217	332	250
Average number of mechanics to vehicles	Efficiency	66	64	65	70	67	73
Percent of customer surveys that were favorable	Quality		98%	100%	100%	99%	99%
Number of repairs repeated	Quality					417	420
Number of police vehicles fitted with police equipment requiring rework	Quality					10	7.5
Percent of County vehicles that are available	Outcome	90%	91%	94%	92%	96%	97%

Performance Measures Explanation – By achieving this objective, there will be improved responsiveness to agency requests for available fleet resulting in improved agency operations and service to the citizens.

Goal 3 – To provide printing and graphic reproduction services to County agencies, municipalities and citizens.

Objective 3.1 – By FY 2010, improve customer service satisfaction of reproduction and duplication requests completed within five days by 2% from 96% in FY 2007 to 98%.

MEASURES

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of print requests received	Output		1,045	1,108	1,122	1,190	1,190
Percent of print requests completed within five days	Outcome		96%	87%	96%	97%	97%

Performance Measures Explanation – One of the agency’s core services is providing printing and reproduction services.

GOAL 4 - To increase, sponsor and promote minority business participation in the County’s procurement process through minority business outreach programs and workshops for business communities in order to promote economic development.

Objective 4.1 - By FY 2010, increase number of certified minority businesses.

MEASURES

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of minority business enterprise (MBE) outreach activities	Output				9	15	15
Average number of attendees per MBE outreach activity	Output				25	30	30
Percent of customer surveys for MBE activities that were favorable	Quality				100%	100%	100%

Performance Measures Explanation – County outreach activities will be sponsored with strategic planning and marketing efforts to engage minority business to become certified Minority Business Enterprises (MBE) with the County. The result will be an increase of potential County procurement opportunities for those businesses.

Goal 5 – To provide support for County agencies through the acquisition of general procurements, construction and professional and nonprofessional services while achieving increased procurement turnover and best value for County taxpayers and agencies.

Objective 5.1 – By FY 2010, increase the number of term contracts by 23% from 439 in FY 2006 to 540; and increase the negotiated riders for those contracts by 5% from 30% in FY 2007 to 35%.

MEASURES

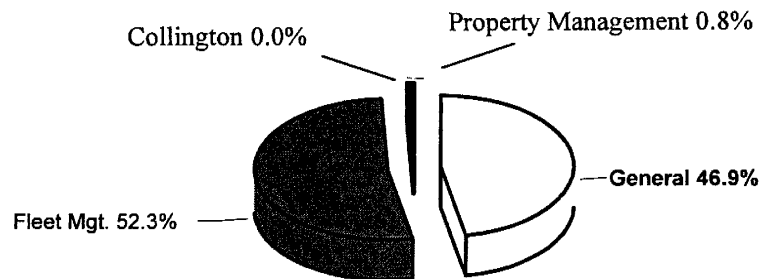
Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of term contracts	Output			439	462	510	525
Number of term contracts renegotiated	Output				91	95	95
Number of riders	Output				139	153	152
Percent of contracts negotiated with a rider	Output				30%	30%	29%
Percent of internal customer surveys that were favorable	Quality					60%	60%

Performance Measures Explanation – A core service for the agency is the negotiation of contracts. To become more efficient the agency is focusing on increasing term contracts with negotiated riders.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
TOTAL EXPENDITURES	\$ 27,399,323	\$ 30,703,000	\$ 30,267,800	\$ 35,121,600	14.4%
EXPENDITURE DETAIL					
Office Of The Director	2,113,428	3,052,200	2,954,900	2,728,100	-10.6%
Facilities Operations And Management	11,623,335	11,807,100	11,802,900	11,437,500	-3.1%
Contract Administration & Procurement	1,406,597	1,518,700	1,518,600	1,588,900	4.6%
General Services	2,609,228	2,656,600	2,603,300	2,836,200	6.8%
Minority Business Development	604,246	600,300	602,200	451,700	-24.8%
Fleet Management Fund	11,260,948	13,292,900	13,111,000	18,359,900	38.1%
Property Management Services Fund	154,457	275,300	275,300	275,300	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(2,377,916)	(2,505,100)	(2,605,400)	(2,561,000)	2.2%
TOTAL	\$ 27,399,323	\$ 30,703,000	\$ 30,267,800	\$ 35,121,600	14.4%
SOURCES OF FUNDS					
General Fund	\$ 16,184,356	\$ 17,129,800	\$ 16,876,500	\$ 16,481,400	-3.8%
Other County Operating Funds:					
Fleet Management Fund	11,055,510	13,292,900	13,111,000	18,359,900	38.1%
Property Management Services Fund	154,457	275,300	275,300	275,300	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
TOTAL	\$ 27,399,323	\$ 30,703,000	\$ 30,267,800	\$ 35,121,600	14.4%

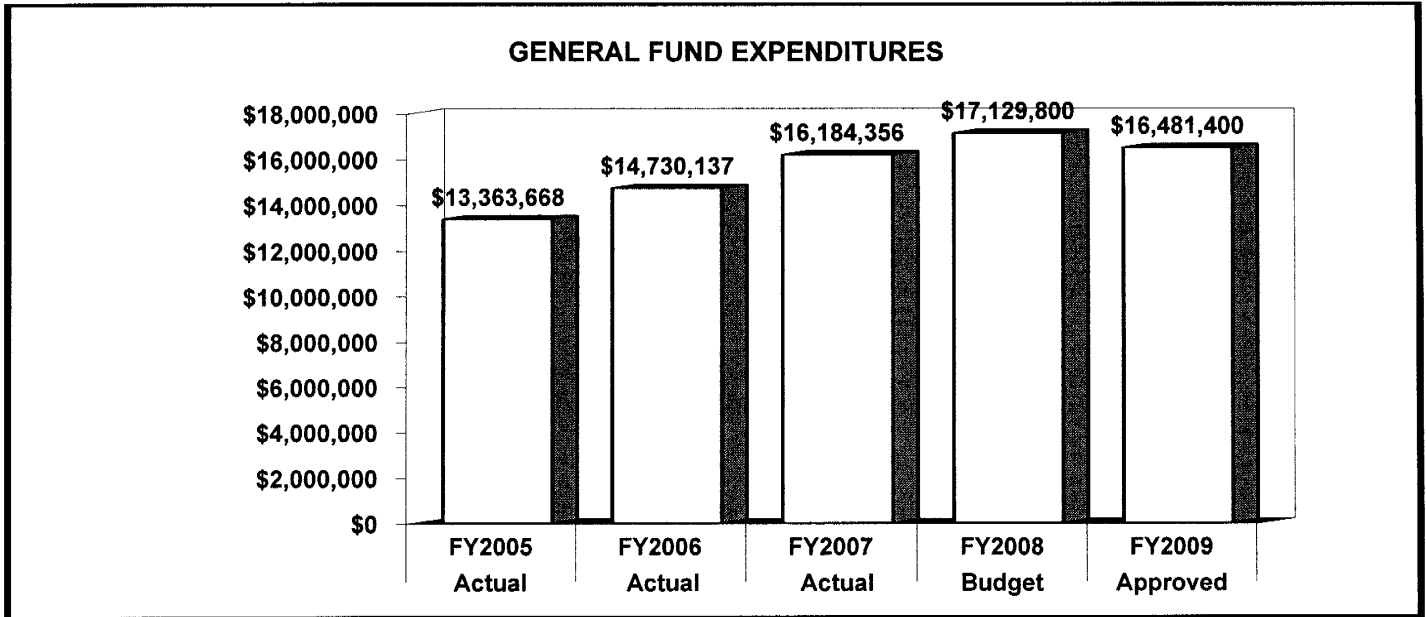
FY2009 SOURCES OF FUNDS

This agency is supported by four funding sources, including the General Fund. The Fleet Management Internal Service Fund revenues are comprised of vehicle charges. The Property Management Special Revenues are comprised of surplus real property sales proceeds; and the Collington Special Revenue Fund incurs nominal operating expenses from the fund balance to monitor property sales and manage the fund.

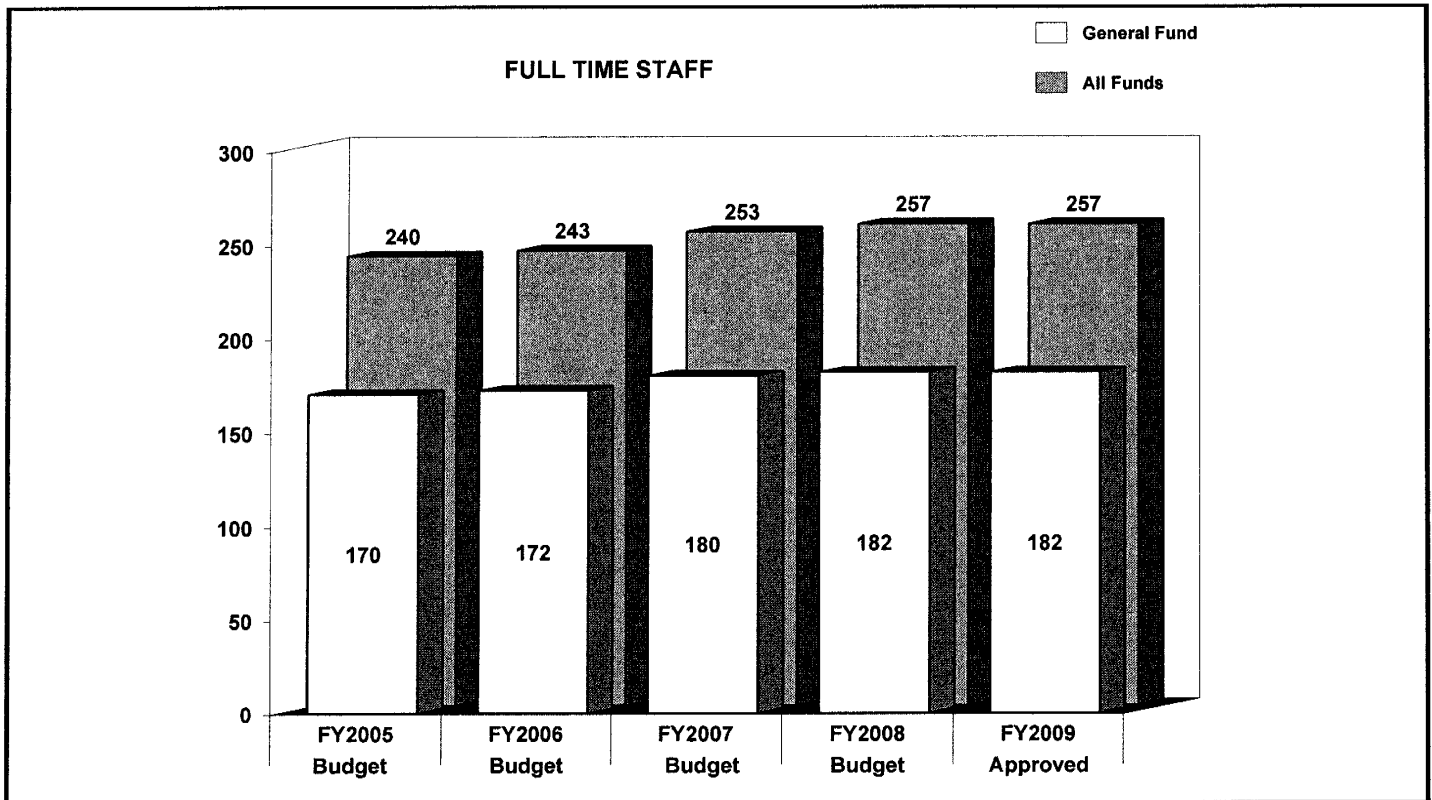


	FY2007 BUDGET	FY2008 BUDGET	FY2009 APPROVED	CHANGE FY08-FY09
GENERAL FUND STAFF				
Full Time - Civilian	180	182	182	0
Full Time - Sworn	0	0	0	0
Part Time	1	1	0	-1
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	73	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	253	257	257	0
Full Time - Sworn	0	0	0	0
Part Time	1	1	0	-1
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Specialists	11	0	0
Administrative Assistants	13	0	0
Administrative Aides	17	0	0
Buyers	9	0	0
Custodial Supervisors	4	0	0
Custodians	24	0	0
Building Engineers	20	0	0
Plumbers	5	0	0
Carpenters	5	0	0
General Clerks	6	0	0
Facility Maintenance Supervisors	9	0	0
Electricians	4	0	0
HVAC Technicians	4	0	0
Mail Personnel	5	0	0
Other	65	0	0
Mechanics	47	0	0
Managers	9	0	0
TOTAL	257	0	0



The agency's actual expenditures increased 21.1% from FY 2005 to FY 2007. This increase is primarily driven by an increased staff complement, operating costs to support building maintenance and technology enhancements. The FY 2009 approved budget is 3.8% less than the FY 2008 approved budget.



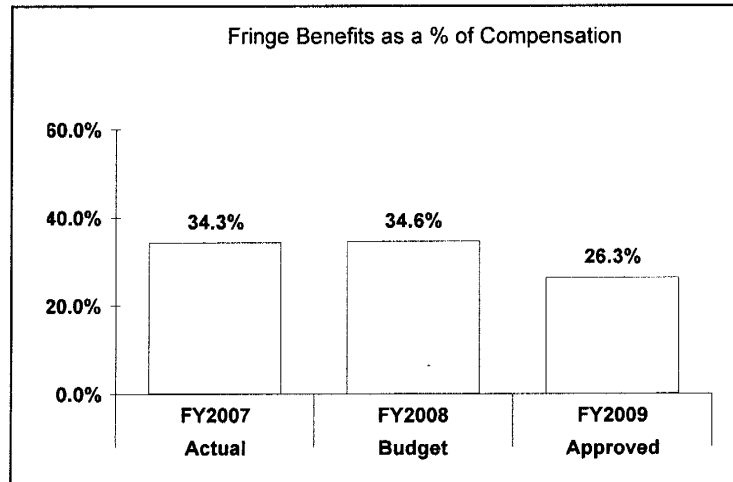
The agency's authorized staffing complement increased by 17 positions from FY 2005 to FY 2009. This increase is the result of additional functions supported by the General Fund and the Fleet Management Internal Service Fund. The FY 2009 staffing totals remain the same as the FY 2008 level.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 8,552,519	\$ 9,126,500	\$ 9,086,100	\$ 9,213,800	1%
Fringe Benefits	2,932,071	3,153,300	3,088,400	2,424,200	-23.1%
Operating Expenses	6,872,244	7,355,100	7,307,400	7,404,400	0.7%
Capital Outlay	0	0	0	0	0%
	\$ 18,356,834	\$ 19,634,900	\$ 19,481,900	\$ 19,042,400	-3%
Recoveries	(2,172,478)	(2,505,100)	(2,605,400)	(2,561,000)	2.2%
TOTAL	\$ 16,184,356	\$ 17,129,800	\$ 16,876,500	\$ 16,481,400	-3.8%
STAFF					
Full Time - Civilian	-	182	-	182	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	0	-100%
Limited Term	-	0	-	0	0%

In FY 2009, compensation expenditures increase 1% over the FY 2008 budget including anticipated leave payouts from employee attrition, cost of living adjustments and merit increases for eligible employees. This also results from a transfer of \$537,500 from compensation and \$141,300 of associated fringe benefits to the Non-Departmental Contingency, pursuant the budget ordinance CB-28-2008. Compensation costs include funding for 182 full-time employees and 25 seasonal employees. Fringe benefits expenditures primarily decrease 23.1% below the FY 2008 budget due to reduced health care costs.

In FY 2009, operating expenditures increase 0.7% over the FY 2008 budget. Operating expenditures reflect funding for building maintenance, custodial support and audio-visual services provided to county agencies.

MAJOR OPERATING EXPENDITURES	
FY2009	
Operational Contracts	\$ 3,724,400
Equipment Lease	\$ 931,900
Building Repair and Maintenance	\$ 750,000
Office Automation	\$ 438,600
Vehicle and Heavy Equip Main.	\$ 264,600



OFFICE OF THE DIRECTOR - 01

The Office of the Director manages agency operations, provides policy guidance and direction to the operating divisions and oversees school construction. This Division is responsible for personnel and human resource development/management, budget development and monitoring, financial management, parking coordination, audiovisual and special projects. The Office of the Director also manages the real property leases, acquisition and disposition.

Division Summary:

In FY 2009, compensation expenditures decrease 6.5% including the cost of living and merit adjustments for eligible employees. Fringe benefits decrease 30.8% below FY 2008 due to a lower fringe benefit rate. This also results from a transfer totaling \$169,800 from compensation and the associated fringe benefits to the Non-Departmental Contingency, pursuant to the approved budget ordinance CB-28-2008. Operating expenditures decrease 3.7% below the FY 2008 budget.

Complement changes result from the transfer of one position from the Minority Business Development division to the Office of the Director. Additionally, one part-time position is eliminated in FY 2009.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 1,474,099	\$ 1,732,200	\$ 1,727,700	\$ 1,618,800	-6.5%
Fringe Benefits	299,058	595,500	581,100	411,800	-30.8%
Operating Expenses	340,271	724,500	646,100	697,500	-3.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,113,428	\$ 3,052,200	\$ 2,954,900	\$ 2,728,100	-10.6%
Recoveries	(120,200)	(125,400)	(179,000)	(326,000)	160%
TOTAL	\$ 1,993,228	\$ 2,926,800	\$ 2,775,900	\$ 2,402,100	-17.9%
STAFF					
Full Time - Civilian	-	23	-	24	4.3%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	0	-100%
Limited Term	-	0	-	0	0%

FACILITIES OPERATIONS AND MANAGEMENT - 03

The Facilities Operations and Management Division is responsible for multiple building operations, renovations, and maintenance services. These include utilities management, custodial services, and mechanical repairs for County owned and County leased buildings as well as the fire stations. This Division is responsible for minor and major renovation projects, coordinating conference room scheduling and special project setup.

Division Summary:

In FY 2009, compensation expenditures increase slightly over the FY 2008 budget. This also results from a transfer totaling \$349,700 from the compensation and the associated fringe benefits to the Non-Departmental Contingency, pursuant to the approved budget ordinance, CB-28-2008. Fringe benefits primarily decrease 24.1% below the FY 2008 budget due to a reduction in health care costs in FY 2009.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 4,807,689	\$ 4,994,200	\$ 4,959,300	\$ 5,005,500	0.2%
Fringe Benefits	1,875,759	1,728,800	1,695,500	1,312,100	-24.1%
Operating Expenses	4,939,887	5,084,100	5,148,100	5,119,900	0.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 11,623,335	\$ 11,807,100	\$ 11,802,900	\$ 11,437,500	-3.1%
Recoveries	(1,458,822)	(1,708,600)	(1,746,900)	(1,739,600)	1.8%
TOTAL	\$ 10,164,513	\$ 10,098,500	\$ 10,056,000	\$ 9,697,900	-4%
STAFF					
Full Time - Civilian	-	110	-	110	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

CONTRACT ADMINISTRATION & PROCUREMENT - 04

The Contract Administration and Procurement Division provides overall management and direction for the County's purchasing functions in accordance with the legal authority established by Section 603 of the Charter, Subtitle 10A of the Prince George's County Code. This Division is responsible for procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises (MBE) activities.

Division Summary:

In FY 2009, compensation expenditures increase 15.2% over FY 2008 including cost of living increases and merit adjustments for eligible employees. Fringe Benefits decreased 7.7% below FY 2008 primarily due to reduced health care expenses. This also results from transfer totaling \$108,500 from compensation and fringe benefits to the Non-Departmental Contingency, pursuant to the approved budget ordinance CB-28-2008. It also reflects full year funding for the position transferred from the Minority Business Division in FY 2008.

Operating expenditures decrease 9.3% below FY 2008 as one-time automation enhancements in FY 2008 are excluded in the FY 2009 proposed budget.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 883,361	\$ 844,800	\$ 844,800	\$ 973,300	15.2%
Fringe Benefits	263,252	291,800	291,800	269,200	-7.7%
Operating Expenses	259,984	382,100	382,000	346,400	-9.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,406,597	\$ 1,518,700	\$ 1,518,600	\$ 1,588,900	4.6%
Recoveries	(80,709)	(87,300)	(87,300)	(80,000)	-8.4%
TOTAL	\$ 1,325,888	\$ 1,431,400	\$ 1,431,300	\$ 1,508,900	5.4%
STAFF					
Full Time - Civilian	-	18	-	18	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

GENERAL SERVICES - 05

The General Services Division is responsible for providing mail and courier services throughout the government. This Division also manages the convenience copy center, records management and high-speed reproduction services.

Division Summary:

In FY 2009, compensation expenditures increase 12.1% over the FY 2008 approved budget as a result of cost of living adjustments and merit increases for eligible employees. Fringe benefits decrease 10.2% below the FY 2008 budget due to reductions in fringe benefit costs.

Operating expenditures increase 7.3% over the FY 2008 budget due to annual printing and operational contract cost increases.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 1,043,412	\$ 1,157,800	\$ 1,157,300	\$ 1,297,500	12.1%
Fringe Benefits	310,044	399,900	383,000	359,100	-10.2%
Operating Expenses	1,255,772	1,098,900	1,063,000	1,179,600	7.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,609,228	\$ 2,656,600	\$ 2,603,300	\$ 2,836,200	6.8%
Recoveries	(512,747)	(548,800)	(592,200)	(415,400)	-24.3%
TOTAL	\$ 2,096,481	\$ 2,107,800	\$ 2,011,100	\$ 2,420,800	14.8%
STAFF					
Full Time - Civilian	-	25	-	25	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

MINORITY BUSINESS DEVELOPMENT - 06

The Minority Business Development Division promotes the development of minority business opportunities within the County by offering minority entrepreneurs aggressive business advocacy, valuable information, and expert referrals. The Division is comprised of the staff of the Minority Business Opportunities Commission.

Division Summary:

In FY 2009, compensation decreases 19.8% below the FY 2008 budget and is due to the transfer of one position to the Office of the Director. The fringe benefits decrease by 47.6% below the FY 2008 budget primarily as a result of the transferred position and benefit cost reductions. This also results from a transfer totaling \$50,800 from compensation and fringe benefits to the Non-Departmental Contingency, pursuant to the approved budget ordinance CB-28-2008.

Operating expenditures decrease 6.9% below FY 2008 due to the exclusion of one-time expenditures for automation upgrades done in FY 2008.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 343,958	\$ 397,500	\$ 397,000	\$ 318,700	-19.8%
Fringe Benefits	183,958	137,300	137,000	72,000	-47.6%
Operating Expenses	76,330	65,500	68,200	61,000	-6.9%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 604,246	\$ 600,300	\$ 602,200	\$ 451,700	-24.8%
Recoveries	0	(35,000)	0	0	-100%
TOTAL	\$ 604,246	\$ 565,300	\$ 602,200	\$ 451,700	-20.1%
STAFF					
Full Time - Civilian	-	6	-	5	-16.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

FLEET MANAGEMENT FUND

The Fleet Management Division manages the County's pool of over 3,000 vehicles. The Division is primarily responsible for the maintenance, repairs and upgrades for the County's sedans, trucks, buses and public safety vehicles. In addition, the Fleet Management Division provides multiple services including body repair, towing, road service and component rebuilding.

The Fleet Administrator is responsible for identifying vehicles that are eligible for replacement due to use in excess of the normal life or excessive repair cost, retirement of unserviceable vehicles and management of the County's motor fuel system. The responsibility of the Fleet Administration also includes coordinating the assignment of temporary transportation on a rental basis to the agencies upon request.

This Division manages the services provided by using an Internal Service Fund, IS43. Revenues are generated by the fees charged to the agencies on a cost basis. Additional revenues are generated from services rendered to other local governments and municipalities.

Division Summary:

In FY 2009, compensation expenditures increase 13% over the FY 2008 budget due to anticipated leave payouts, cost of living increases and merit adjustments for eligible employees. Fringe benefits expenditures increase 43.1% as a result of the \$606,000 OPEB contribution for retiree health care in FY 2009.

Operating expenditures increase 61% over the FY 2008 budget. This is the result of an increase in the expense associated with installing new computer technology in public safety vehicles. Additionally, expenditures increase as a result of anticipated operating expenses for the new satellite garage and a transfer of \$4.2 million to the General Fund.

Capital outlay expenditures decrease 87% below FY 2008 due to the elimination of the one-time cost for the generator purchase for the new satellite garage facility. However, the cost of a truck alignment machine to be purchased and installed in the new satellite garage facility is reflected in FY 2009.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 4,127,665	\$ 4,394,200	\$ 4,311,400	\$ 4,964,200	13%
Fringe Benefits	1,360,183	1,408,000	1,375,300	2,014,800	43.1%
Operating Expenses	5,773,100	7,030,700	7,024,300	11,320,900	61%
Capital Outlay	0	460,000	400,000	60,000	-87%
Sub-Total	\$ 11,260,948	\$ 13,292,900	\$ 13,111,000	\$ 18,359,900	38.1%
Recoveries	(205,438)	0	0	0	0%
TOTAL	\$ 11,055,510	\$ 13,292,900	\$ 13,111,000	\$ 18,359,900	38.1%
STAFF					
Full Time - Civilian	-	75	-	75	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

FLEET MANAGEMENT INTERNAL SERVICE FUND - IS43

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
BEGINNING FUND BALANCE	\$ 10,721,412	\$ 10,418,712	\$ 14,133,619	\$ 13,790,119	32.4%
REVENUES					
Vehicle Charges	\$ 10,091,098	\$ 12,009,500	\$ 12,536,900	\$ 13,721,600	14.3%
Pool Cars	156,423	196,500	185,000	185,000	-5.9%
Gas Surcharge	12,731	10,000	9,500	9,500	-5%
Miscellaneous	7,465	7,000	10,000	10,000	42.9%
Appropriated Fund Balance	0	1,069,900	343,500	4,407,400	311.9%
Monthly Vehicle Charges	0	0	0	0	0%
Transfer In	4,200,000	0	0	0	0%
M4 Computer Usage	0	0	11,100	11,400	100%
Warranty	0	0	15,000	15,000	100%
TOTAL REVENUES	\$ 14,467,717	\$ 13,292,900	\$ 13,111,000	\$ 18,359,900	38.1%
EXPENDITURES					
Compensation	\$ 4,127,665	\$ 4,394,200	\$ 4,311,400	\$ 4,964,200	13%
Fringe Benefits	1,154,745	1,408,000	1,375,300	2,014,800	43.1%
Operating Expenses	4,009,517	4,111,700	4,153,100	4,820,900	17.2%
Depreciation	1,640,967	2,000,000	1,969,200	2,200,000	10%
Interest Expense	87,327	100,000	83,000	100,000	0%
Capital Outlay - Heavy Equip.	0	819,000	819,000	60,000	-92.7%
Capital Outlay - Vehicle Replacement	0	460,000	400,000	0	-100%
Capital Outlay - Loss of Disposal	35,289	0	0	0	0%
Transfer to General Fund	0	0	0	4,200,000	100%
TOTAL EXPENDITURES	\$ 11,055,510	\$ 13,292,900	\$ 13,111,000	\$ 18,359,900	38.1%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 3,412,207	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (1,069,900)	\$ (343,500)	\$ (4,407,400)	311.9%
ENDING FUND BALANCE	\$ 14,133,619	\$ 9,348,812	\$ 13,790,119	\$ 9,382,719	0.4%

PROPERTY MANAGEMENT SERVICES FUND

The Property Management Special Revenue Fund manages the sales proceeds and cost associated with the disposition of surplus real property.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	154,457	275,300	275,300	275,300	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 154,457	\$ 275,300	\$ 275,300	\$ 275,300	0%
Recoveries	0	0	0	0	0%
TOTAL	\$ 154,457	\$ 275,300	\$ 275,300	\$ 275,300	0%

PROPERTY MANAGEMENT SPECIAL REVENUE FUND - SR47

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
BEGINNING FUND BALANCE	\$ 2,077,609	\$ 1,852,309	\$ 2,087,509	\$ 1,862,209	0.5%
REVENUES					
Rental Income	\$ 0	\$ 0	\$ 0	\$ 0	0%
Principal Payments	0	0	0	0	0%
Mortgage Interest	0	0	0	0	0%
Miscellaneous	0	0	0	0	0%
Appropriated Fund Balance	0	225,300	225,300	100,300	-55.5%
Interest and dividends	43,717	50,000	50,000	50,000	0%
Sale of property	120,640	0	0	125,000	100%
	0	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
TOTAL REVENUES	\$ 164,357	\$ 275,300	\$ 275,300	\$ 275,300	0%
EXPENDITURES					
Operating Expenses	\$ 154,457	\$ 275,300	\$ 275,300	\$ 275,300	0%
Debt Service	0	0	0	0	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 154,457	\$ 275,300	\$ 275,300	\$ 275,300	0%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 9,900	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (225,300)	\$ (225,300)	\$ (100,300)	-55.5%
ENDING FUND BALANCE	\$ 2,087,509	\$ 1,627,009	\$ 1,862,209	\$ 1,761,909	8.3%

COLLINGTON CENTER FUND

The Collington Center Fund monitors the revenue from the sale of properties within the Center and the finance costs incurred from managing the fund.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	5,000	5,000	5,000	5,000	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 5,000	\$ 5,000	\$ 5,000	5,000	0%
Recoveries	0	0	0	0	0%
TOTAL	\$ 5,000	\$ 5,000	\$ 5,000	5,000	0%

COLLINGTON CENTER SPECIAL REVENUE FUND - SR48

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
BEGINNING FUND BALANCE	\$ 1,162,974	\$ 1,157,974	\$ 1,157,974	\$ 1,152,974	-0.4%
REVENUES					
Interest & Dividends	\$ 0	\$ 0	\$ 0	\$ 0	0%
Sale of Property & Principal	0	0	0	0	0%
Miscellaneous	0	0	0	0	0%
Appropriated Fund Balance	5,000	5,000	5,000	5,000	0%
TOTAL REVENUES	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
EXPENDITURES					
Operating Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Contingency Reserve	0	0	0	0	0%
General Fund Transfer	0	0	0	0	0%
Capital Improvement Transfer	0	0	0	0	0%
TOTAL EXPENDITURES	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (5,000)	\$ (5,000)	\$ (5,000)	0%
ENDING FUND BALANCE	\$ 1,157,974	\$ 1,152,974	\$ 1,152,974	\$ 1,147,974	-0.4%