

OFFICE OF CENTRAL SERVICES – 31

MISSION AND SERVICES

Mission - The Office of Central Services provides facilities management, real property management, fleet management, inventory, reproduction and mail services, procurement and minority business services to county agencies, municipalities, minority-owned businesses and citizens and residents in order to support county agencies while allowing comprehensive delivery of services.

The agency's mission supports accomplishing the countywide vision by:

- Working for safe communities
- Working for healthy citizens and residents
- Working for a clean environment
- Working for sound county management
- Working for economic vibrancy
- Working to support families and individuals in need
- Working for cultural arts and historic preservation

The agency is responsible for -

Services	Customers	Impact on Customers
<ul style="list-style-type: none"> ▪ Facilities management ▪ Real property management ▪ Fleet management ▪ Inventory, reproduction, mail, courier and records data management ▪ Procurement and minority business services 	<ul style="list-style-type: none"> ▪ County agencies ▪ County municipalities ▪ Minority-owned businesses ▪ County citizens ▪ County residents 	<ul style="list-style-type: none"> ▪ Support county agencies ▪ Comprehensive delivery of county services

FY 2010 BUDGET SUMMARY

The FY 2010 approved budget for the Office of Central Services is \$30,381,100 a decrease of \$4,740,000 or 13.5% under the FY 2009 approved budget.

GENERAL FUNDS

The FY 2010 approved general fund budget for the Office of Central Services is \$16,005,800, a decrease of \$475,600 or 2.9% under the FY 2009 approved budget.

Where the Money Goes –

FY 2009 APPROVED BUDGET	\$16,481,400
FY 2009 cost of living, merit and other compensation adjustments	\$266,100
Elimination of funding for the summer youth program (including fringe benefits)	(\$58,800)
Fringe benefits rate change from 26.1% to 30.6%	\$461,300
Reduction in force savings (includes fringe benefits)	(\$251,600)
Ten day furlough for all employees (includes fringe benefits)	(\$443,700)
Operating cost savings	(\$157,100)
Increase in recoveries	(\$75,000)
Reduce support to the Art in Public Places Program	(\$25,000)
Reduce equipment leases	(\$131,900)
Reduce training	(\$19,400)
Reduce janitorial services to county buildings	(\$189,800)
Increase in building repair and maintenance	\$149,300
FY 2010 APPROVED BUDGET	\$16,005,800

INTERNAL SERVICE FUNDS

The FY 2010 approved fleet management fund (IS43) budget is \$14,094,900, a decrease of \$4,365,000 or 23.2% under the FY 2009 approved budget. Major changes in the FY 2010 approved budget include:

- A one time \$4,200,000 fund balance transfer to the general fund that occurred in FY 2009.

SPECIAL REVENUE FUNDS

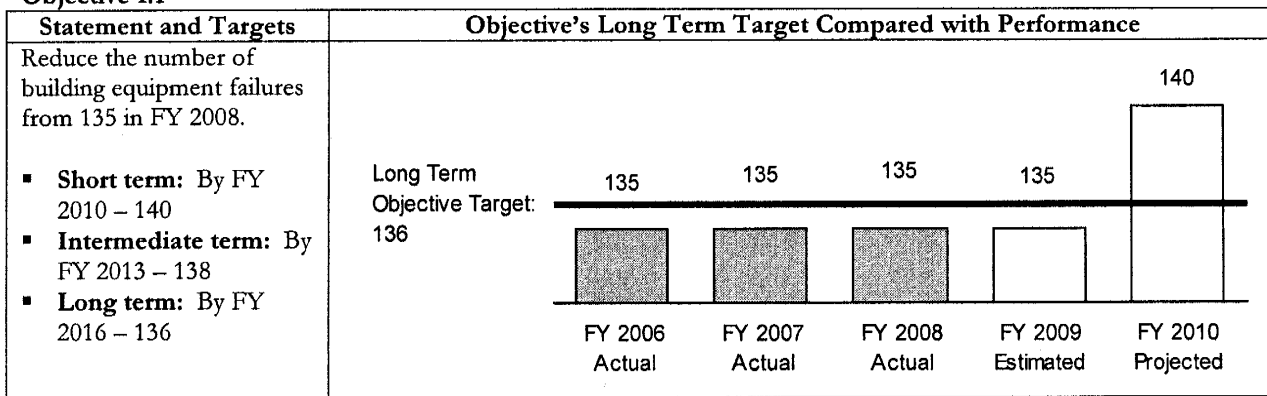
The FY 2010 approved property management services fund budget of \$275,300 remains the same as the FY 2009 approved budget.

The FY 2010 approved Collington Center Fund budget of \$5,000 remains the same as the FY 2009 approved budget.

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide building maintenance services at county owned facilities to agencies, businesses, citizens and residents in order to achieve a well-maintained environment.

Objective 1.1 -



Performance Measures -

Measure Name	Measure Category	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Estimated	FY 2010 Projected
Number of maintenance staff available to respond to work requests	Input			39	39	39
Number of pieces of equipment to maintain	Input			1,619	1,619	1,630
Number of preventive maintenance tasks to be completed	Output	6,164	5,929	6,660	6,400	6,500
Number of preventive maintenance tasks completed	Output	5,710	5,540	6,204	5,900	6,000
Number of work order requests	Output	9,272	8,100	8,700	7,500	7,500
Number of work orders completed	Output	8,809	7,695	8,526	7,000	7,000
Average number of work order requests per staff member	Efficiency			223.1	192.3	192.3
Percent of customer surveys that were favorable	Quality	73%	80%	90%	90%	90%
Percent of preventive maintenance tasks completed within one month	Quality	93%	93%	94%	94%	95%
Percent of work orders completed within ten days	Quality	83%	75%	90%	85%	85%
Number of building equipment failures	Outcome	135	135	135	135	140
Average number of building equipment failures per piece of equipment	Outcome			12.0	12.0	11.6

Performance Measures Explanation – Building equipment is defined by the Office as any piece of equipment or component of a facility that allows it to function correctly including boilers, sprinklers, generators and elevators. By reducing the number of equipment failures the County’s internal and external customers will benefit from better maintained county facilities. In some of the measures above FY 2006 and FY 2007 data is unavailable.

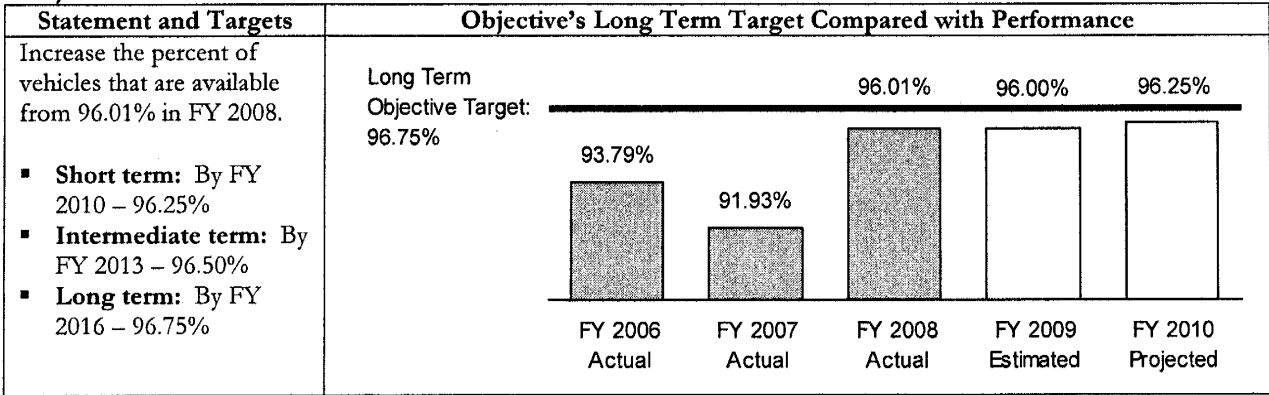
Strategies to Accomplish the Objective -

- **Strategy 1.11** – Timely completion of work orders received

- Strategy 1.12 – Continuously assess equipment for preventive maintenance

GOAL 2 – To provide well-maintained county vehicles to county agencies and municipalities in order to support the County’s transportation needs.

Objective 2.1 -



Performance Measures -

Measure Name	Measure Category	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Estimated	FY 2010 Projected
Number of mechanics	Input	43	40	45	45	45
Number of county vehicles	Output	2,786	2,827	3,006	3,200	3,320
Number of work orders for county vehicles	Output	14,759	14,147	13,912	13,700	13,400
Number of police vehicles fitted with police equipment	Output	315	217	332	10	10
Average number of work orders per mechanic	Efficiency	344.3	350.3	310.1	25.0	25.0
Percent of customer surveys that were favorable	Quality	100%	100%	99%	99%	99%
Number of repairs repeated	Quality			417	72	72
Number of police vehicles fitted with police equipment requiring rework	Quality			10.0	5.0	7.5
Percent of county vehicles that are available	Outcome	93.79%	91.93%	96.01%	96.00%	96.25%
Number of county vehicles that are inoperable	Outcome	173	228	120	150	150

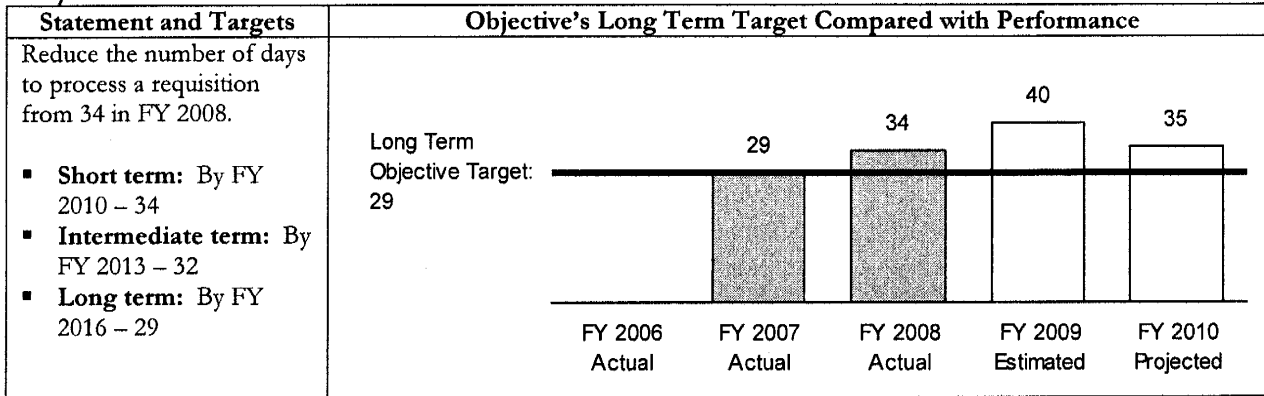
Performance Measures Explanation – The County recently has focused on replacing older vehicles. The result of this investment has been decreased maintenance of vehicles and therefore improved vehicle availability. In some cases FY 2006 and FY 2007 data is unavailable.

Strategy to Accomplish the Objective –

- Strategy 2.11 – Evaluate and continuously improve the preventive maintenance program

GOAL 3 – To provide acquisition of general procurements and promote minority business participation for county agencies, citizens and businesses in order to offer commodities and services with the best competitive value.

Objective 3.1 -



Performance Measures -

Measure Name	Measure Category	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Estimated	FY 2010 Projected
Number of buyers	Input		11	8	8	8
Number of requisitions to be processed	Output		1,135	1,148	1,200	1,200
Number of certification and recertification minority business applications received, processed and approved	Output		701	715	720	730
Average number of requisitions processed per buyer	Efficiency		103.2	143.5	12.0	12.0
Percent of requisitions processed within 30 days	Quality		68%	59%	65%	65%
Average number of days to process all requisitions	Outcome		31	37	37	37
Average number of days to process blanket purchase orders	Outcome		31	37	38	37
Average number of days to process one-time orders	Outcome		29	34	40	35
Average number of days to process construction orders	Outcome		40	55	55	55

Performance Measures Explanation – The timely processing of requisitions into purchase orders is a critical part of the procurement process ensuring county agencies receive their goods and services in a timely manner. FY 2006 data is unavailable for the above performance measures.

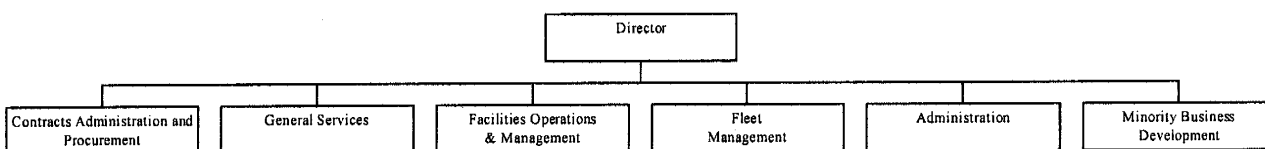
Strategy to Accomplish the Objective –

- **Strategy 3.11** – Monitor all requisitions in the County

FY 2009 KEY ACCOMPLISHMENTS

- Opened new 13,650 square foot satellite garage facility located at 10000 Business Parkway in Lanham, Maryland that will service 450 vehicles during one day shift operation.
- Obtained recognition as one of the 100 Best Public Sector Fleets out of 38,000 eligible fleets in North America.
- The Facilities Operations and Management Division has completed 29 major building projects.
- Implemented contract tracking system which is in full use by all agencies.
- Decreased the overall cost of the County's walk-up copier fleet by \$100,000 while increasing the print capacity by 10.

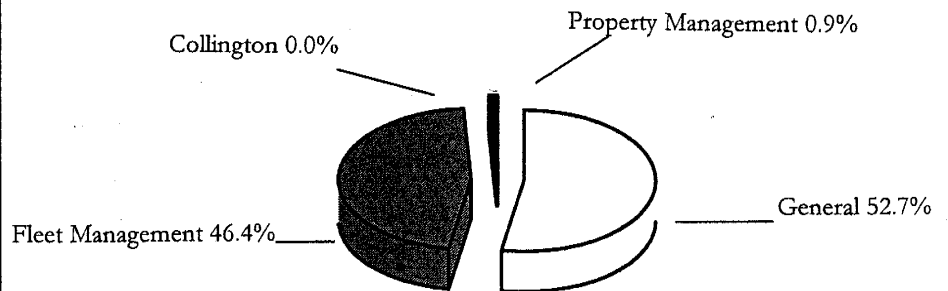
ORGANIZATIONAL CHART



	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
TOTAL EXPENDITURES	\$ 30,257,972	\$ 35,121,600	\$ 35,108,800	\$ 30,381,000	-13.5%
EXPENDITURE DETAIL					
Office Of The Director	2,786,055	2,728,100	2,835,400	2,617,700	-4%
Facilities Operations And Management	12,019,530	11,437,500	11,893,300	11,564,900	1.1%
Contract Administration & Procurement	1,496,822	1,588,900	1,483,600	1,431,600	-9.9%
General Services	2,668,927	2,836,200	2,567,400	2,539,200	-10.5%
Minority Business Development	504,063	451,700	441,000	488,400	8.1%
Fleet Management Fund	13,054,637	18,359,900	18,179,400	14,094,900	-23.2%
Property Management Services Fund	150,572	275,300	264,700	275,300	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(2,427,634)	(2,561,000)	(2,561,000)	(2,636,000)	2.9%
TOTAL	\$ 30,257,972	\$ 35,121,600	\$ 35,108,800	\$ 30,381,000	-13.5%
SOURCES OF FUNDS					
General Fund	\$ 17,047,763	\$ 16,481,400	\$ 16,659,700	\$ 16,005,800	-2.9%
Other County Operating Funds:					
Fleet Management Fund	13,054,637	18,359,900	18,179,400	14,094,900	-23.2%
Property Management Services Fund	150,572	275,300	264,700	275,300	0%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
TOTAL	\$ 30,257,972	\$ 35,121,600	\$ 35,108,800	\$ 30,381,000	-13.5%

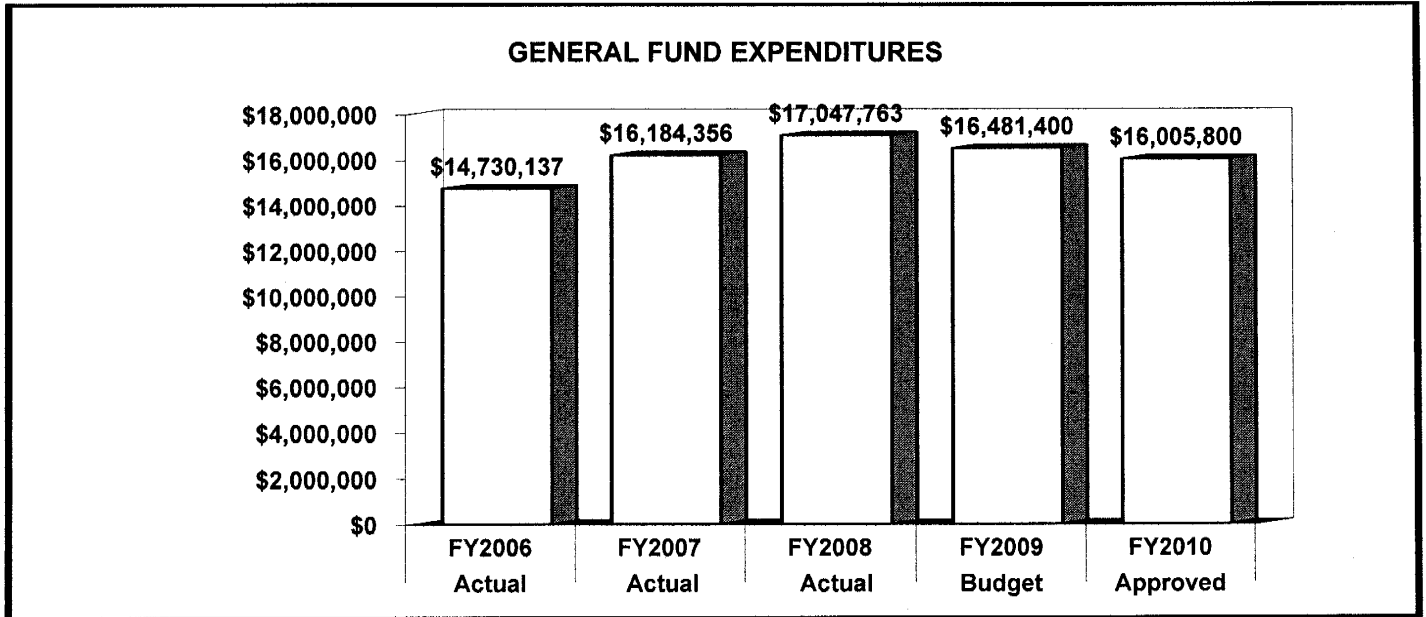
FY2010 SOURCES OF FUNDS

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.

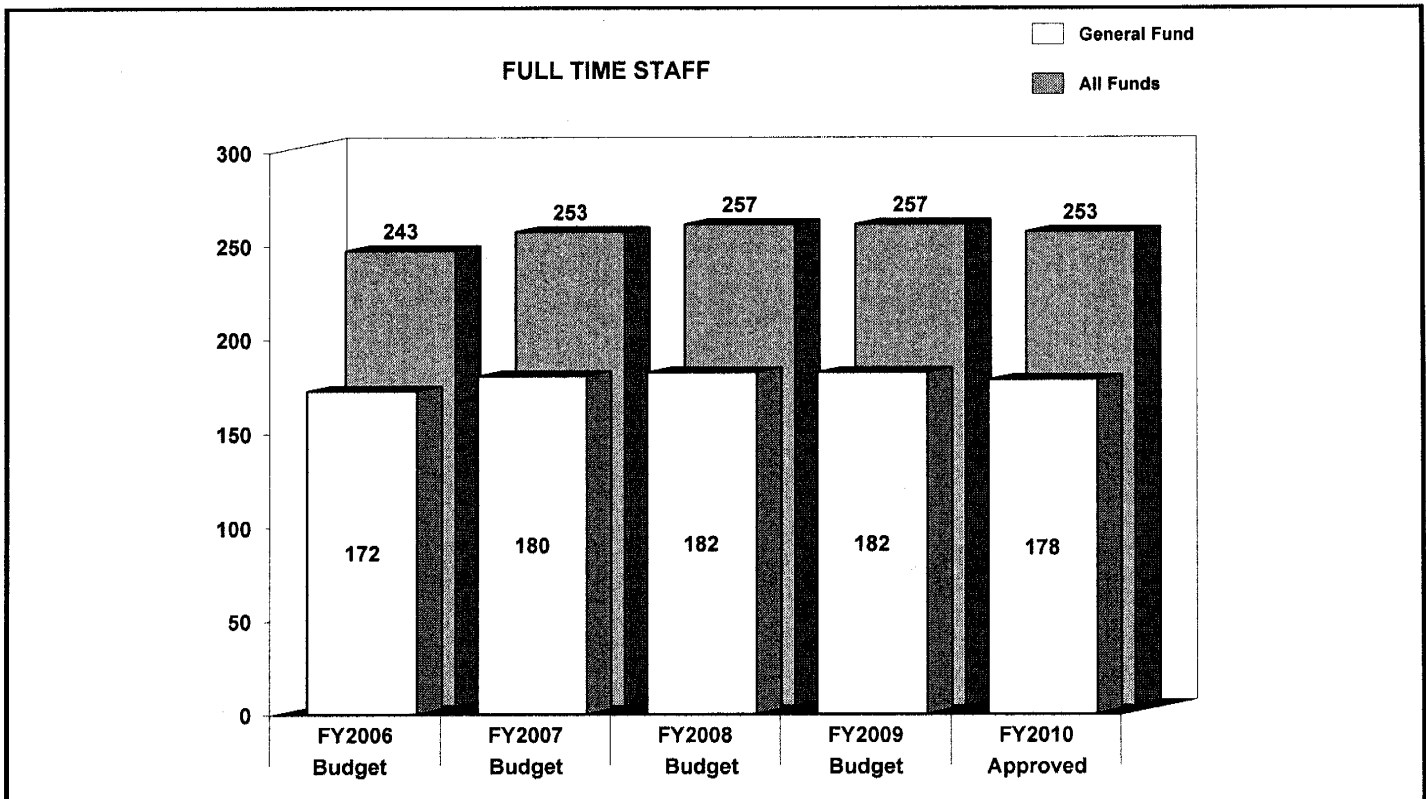


	FY2008 BUDGET	FY2009 BUDGET	FY2010 APPROVED	CHANGE FY09-FY10
GENERAL FUND STAFF				
Full Time - Civilian	182	182	178	(4)
Full Time - Sworn	0	0	0	0
Part Time	1	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	75	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	257	257	253	(4)
Full Time - Sworn	0	0	0	0
Part Time	1	0	0	0
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	8	0	0
Custodial Supervisors	3	0	0
Custodians	23	0	0
Building Engineers	20	0	0
Plumbers	5	0	0
Carpenters	5	0	0
General Clerks	6	0	0
Facility Maintenance Supervisors	6	0	0
Electricians	4	0	0
HVAC Technicians	4	0	0
Mail Personnel	5	0	0
Other	62	0	0
Mechanics	52	0	0
Managers	9	0	0
TOTAL	253	0	0



The agency's expenditures increased 15.7% from FY 2006 to FY 2008. This increase is primarily driven by cost of living and merit adjustments. The FY 2010 approved budget is 2.9% less than the FY 2009 approved budget.



The agency's staffing complement increased by 14 positions from FY 2006 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 2010 staffing totals reflect a reduction in force of 4 positions.

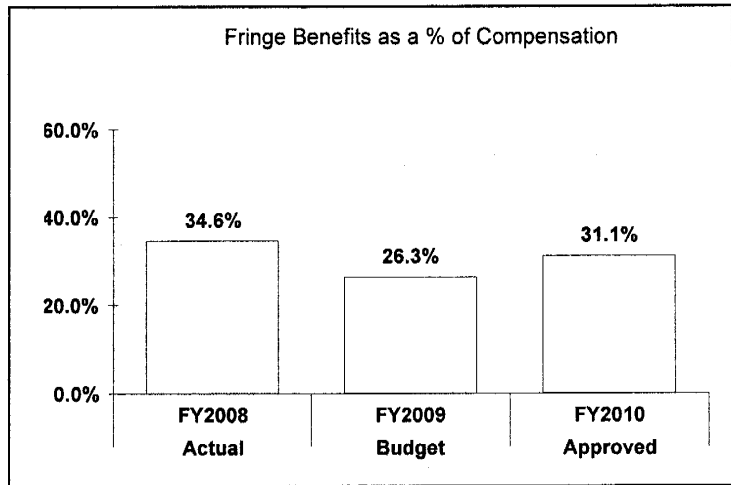
	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 9,159,303	\$ 9,213,800	\$ 9,446,000	\$ 8,857,300	-3.9%
Fringe Benefits	3,166,943	2,424,200	2,509,600	2,754,000	13.6%
Operating Expenses	7,149,151	7,404,400	7,265,100	7,030,500	-5%
Capital Outlay	0	0	0	0	0%
	\$ 19,475,397	\$ 19,042,400	\$ 19,220,700	\$ 18,641,800	-2.1%
Recoveries	(2,427,634)	(2,561,000)	(2,561,000)	(2,636,000)	2.9%
TOTAL	\$ 17,047,763	\$ 16,481,400	\$ 16,659,700	\$ 16,005,800	-2.9%
STAFF					
Full Time - Civilian	-	182	-	178	-2.2%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2010, compensation expenditures decrease 3.9% under the FY 2009 budget due to a change in staffing complement, furloughs and the county reduction in force. Compensation costs include funding for 178 full time employees. Fringe benefit expenditures increase 13.6% over the FY 2009 budget. This is due to increased healthcare costs.

In FY 2010, operating expenditures decrease 5% under the FY 2009 budget primarily due to a reduction in janitorial contracts. Operating expenses reflect funding for building maintenance, custodial support and support services provided to county agencies.

In FY 2010, recoveries increase 2.9% due to the opening of two additional two fire stations.

MAJOR OPERATING EXPENDITURES FY2010	
Operational Contracts	\$ 3,534,600
Building Repair and Maintenance	\$ 899,300
Equipment Lease	\$ 800,000
Office Automation	\$ 438,600
Vehicle and Heavy Equip Main.	\$ 250,800



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, audio visual and special projects. The Office of the Director also manages the real property leases, acquisition and disposition.

Division Summary:

In FY 2010, compensation expenditures decrease 2.7% under the FY 2009 budget due to a staffing complement change, furloughs and reduction in force. Compensation costs include funding for 27 full time employees. Fringe benefits expenditures increase 19.3% over the FY 2009 budget. This is due to an increase in the fringe benefits rate. Operating expenditures decrease 21% under the FY 2009 budget primarily due to a reduction to temporary services.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 1,590,662	\$ 1,618,800	\$ 1,686,300	\$ 1,575,300	-2.7%
Fringe Benefits	499,604	411,800	468,000	491,300	19.3%
Operating Expenses	695,789	697,500	681,100	551,100	-21%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,786,055	\$ 2,728,100	\$ 2,835,400	\$ 2,617,700	-4%
Recoveries	(125,400)	(326,000)	(326,000)	(335,500)	2.9%
TOTAL	\$ 2,660,655	\$ 2,402,100	\$ 2,509,400	\$ 2,282,200	-5%
STAFF					
Full Time - Civilian	-	24	-	27	12.5%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
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 2010, compensation expenditures decrease 1.2% under the FY 2009 budget due to a staffing complement change, furloughs and reduction in force. Compensation costs include funding for 104 full time employees. Fringe benefits expenditures increase 16.7% over the FY 2009 budget. This is due to an increase in the fringe benefits rate.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 5,109,421	\$ 5,005,500	\$ 5,283,400	\$ 4,944,700	-1.2%
Fringe Benefits	1,930,324	1,312,100	1,389,000	1,530,600	16.7%
Operating Expenses	4,979,785	5,119,900	5,220,900	5,089,600	-0.6%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 12,019,530	\$ 11,437,500	\$ 11,893,300	\$ 11,564,900	1.1%
Recoveries	(1,665,426)	(1,739,600)	(1,739,600)	(1,790,500)	2.9%
TOTAL	\$ 10,354,104	\$ 9,697,900	\$ 10,153,700	\$ 9,774,400	0.8%
STAFF					
Full Time - Civilian	-	110	-	104	-5.5%
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 2010, compensation expenditures decrease 12.2% under the FY 2009 budget due to furloughs and a reduction in force. Compensation costs include funding for 15 full time employees. Fringe benefit expenditures decrease 1.2% under the FY 2009 budget. This is due to a decrease in the number of employees and the required furlough.

In FY 2010 operating expenditures decrease 10.1% under the FY 2009 budget primarily due to a reduction to temporary services.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 876,781	\$ 973,300	\$ 916,300	\$ 854,200	-12.2%
Fringe Benefits	265,159	269,200	236,900	266,100	-1.2%
Operating Expenses	354,882	346,400	330,400	311,300	-10.1%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,496,822	\$ 1,588,900	\$ 1,483,600	\$ 1,431,600	-9.9%
Recoveries	0	(80,000)	(80,000)	(82,400)	3%
TOTAL	\$ 1,496,822	\$ 1,508,900	\$ 1,403,600	\$ 1,349,200	-10.6%
STAFF					
Full Time - Civilian	-	18	-	15	-16.7%
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 2010, compensation expenditures decrease 11.5% under the FY 2009 budget due to furloughs, anticipated savings from employee turnover and vacant positions. Compensation costs include funding for 26 full time employees. Fringe benefits expenditures increase .7% over the FY 2009 budget. This is due to an increase in the fringe benefits rate.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 1,228,117	\$ 1,297,500	\$ 1,212,000	\$ 1,148,400	-11.5%
Fringe Benefits	377,846	359,100	322,700	361,700	0.7%
Operating Expenses	1,062,964	1,179,600	1,032,700	1,029,100	-12.8%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,668,927	\$ 2,836,200	\$ 2,567,400	\$ 2,539,200	-10.5%
Recoveries	(636,808)	(415,400)	(415,400)	(427,600)	2.9%
TOTAL	\$ 2,032,119	\$ 2,420,800	\$ 2,152,000	\$ 2,111,600	-12.8%
STAFF					
Full Time - Civilian	-	25	-	26	4%
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 2010, compensation expenditures increase 5% over the FY 2009 budget due an increase in staffing and FY 2009 cost of living and merit adjustments. Compensation costs include funding for six full time employees. Fringe benefit expenditures increase 44.9% over the FY 2009 budget. This is due to an increase in compensation and the fringe benefit rate.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 354,322	\$ 318,700	\$ 348,000	\$ 334,700	5%
Fringe Benefits	94,010	72,000	93,000	104,300	44.9%
Operating Expenses	55,731	61,000	0	49,400	-19%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 504,063	\$ 451,700	\$ 441,000	\$ 488,400	8.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 504,063	\$ 451,700	\$ 441,000	\$ 488,400	8.1%
STAFF					
Full Time - Civilian	-	5	-	6	20%
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, repair and upgrade of 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 2010, compensation expenditures decrease 1.7% under the FY 2009 budget. Compensation costs include funding for 75 full time employees. Fringe benefit expenditures increase 4.3% over the FY 2009 budget. This is due to an increase in the fringe benefit rate as well as a \$582,900 OPEB contribution for retiree health care in FY 2010.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 4,311,059	\$ 4,964,200	\$ 4,768,100	\$ 4,878,700	-1.7%
Fringe Benefits	2,128,027	2,014,800	2,099,600	2,102,100	4.3%
Operating Expenses	6,615,551	11,320,900	11,251,700	7,114,100	-37.2%
Capital Outlay	0	60,000	60,000	0	-100%
Sub-Total	\$ 13,054,637	\$ 18,359,900	\$ 18,179,400	\$ 14,094,900	-23.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 13,054,637	\$ 18,359,900	\$ 18,179,400	\$ 14,094,900	-23.2%
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

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
BEGINNING FUND BALANCE	\$ 14,133,619	\$ 13,790,119	\$ 13,816,374	\$ 9,348,974	-32.2%
REVENUES					
Vehicle Charges	\$ 12,518,406	\$ 13,721,600	\$ 13,477,600	\$ 13,812,500	0.7%
Pool Cars	192,555	185,000	185,000	200,000	8.1%
Gas Surcharge	15,095	9,500	11,000	9,500	0%
Miscellaneous	11,336	10,000	12,000	10,000	0%
Appropriated Fund Balance	0	4,407,400	4,407,400	62,900	-98.6%
Monthly Vehicle Charges	0	0	0	0	0%
Transfer In	0	0	0	0	0%
M4 Computer Usage	0	11,400	11,400	0	-100%
Warranty	0	15,000	15,000	0	-100%
TOTAL REVENUES	\$ 12,737,392	\$ 18,359,900	\$ 18,119,400	\$ 14,094,900	-23.2%
EXPENDITURES					
Compensation	\$ 4,311,059	\$ 4,964,200	\$ 4,768,100	\$ 4,878,700	-1.7%
Fringe Benefits	2,128,027	2,014,800	2,099,600	2,102,100	4.3%
Operating Expenses	4,181,504	4,820,900	4,751,700	4,687,200	-2.8%
Depreciation	2,299,430	2,200,000	2,200,000	2,337,000	6.2%
Interest Expense	75,476	100,000	100,000	89,900	-10.1%
Capital Outlay - Heavy Equip.	0	60,000	60,000	0	-100%
Capital Outlay - Vehicle Replacement	0	0	0	0	0%
Capital Outlay - Loss of Disposal	59,141	0	0	0	0%
Transfer to General Fund	0	4,200,000	4,200,000	0	-100%
TOTAL EXPENDITURES	\$ 13,054,637	\$ 18,359,900	\$ 18,179,400	\$ 14,094,900	-23.2%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (317,245)	\$ 0	\$ (60,000)	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (4,407,400)	\$ (4,407,400)	\$ (62,900)	-98.6%
ENDING FUND BALANCE	\$ 13,816,374	\$ 9,382,719	\$ 9,348,974	\$ 9,286,074	-1%

PROPERTY MANAGEMENT SERVICES FUND

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

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	150,572	275,300	264,700	275,300	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 150,572	\$ 275,300	\$ 264,700	\$ 275,300	0%
Recoveries	0	0	0	0	0%
TOTAL	\$ 150,572	\$ 275,300	\$ 264,700	\$ 275,300	0%

PROPERTY MANAGEMENT SPECIAL REVENUE FUND - SR47

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
BEGINNING FUND BALANCE	\$ 2,087,509	\$ 1,852,309	\$ 1,980,654	\$ 1,991,254	7.5%
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	100,300	100,300	100,300	0%
Interest and dividends	43,717	50,000	50,000	50,000	0%
Sale of property	0	125,000	125,000	125,000	0%
	0	0	0	0	0%
	0	0	0	0	0%
	0	0	0	0	0%
TOTAL REVENUES	\$ 43,717	\$ 275,300	\$ 275,300	\$ 275,300	0%
EXPENDITURES					
Operating Expenses	\$ 150,572	\$ 275,300	\$ 264,700	\$ 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	\$ 150,572	\$ 275,300	\$ 264,700	\$ 275,300	0%
EXCESS OF REVENUES OVER EXPENDITURES	\$ (106,855)	\$ 0	\$ 10,600	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (100,300)	\$ 10,600	\$ (100,300)	0%
ENDING FUND BALANCE	\$ 1,980,654	\$ 1,752,009	\$ 1,991,254	\$ 1,890,954	7.9%

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.

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
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

	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
BEGINNING FUND BALANCE	\$ 1,157,974	\$ 1,152,974	\$ 1,152,974	\$ 1,147,974	-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	0	5,000	5,000	5,000	0%
TOTAL REVENUES	\$ 0	\$ 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	\$ (5,000)	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (5,000)	\$ (5,000)	\$ (5,000)	0%
ENDING FUND BALANCE	\$ 1,152,974	\$ 1,147,974	\$ 1,147,974	\$ 1,142,974	-0.4%

