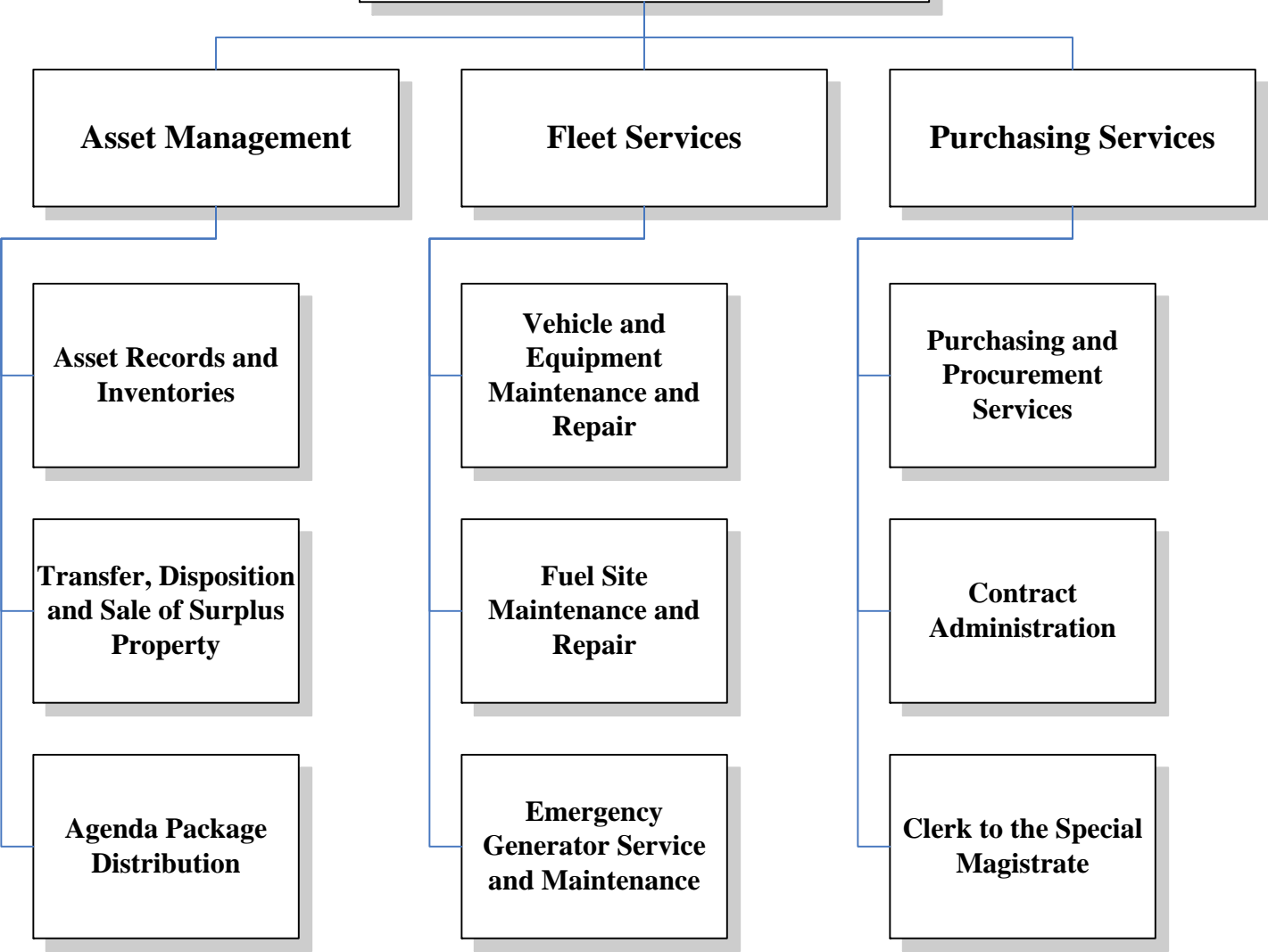
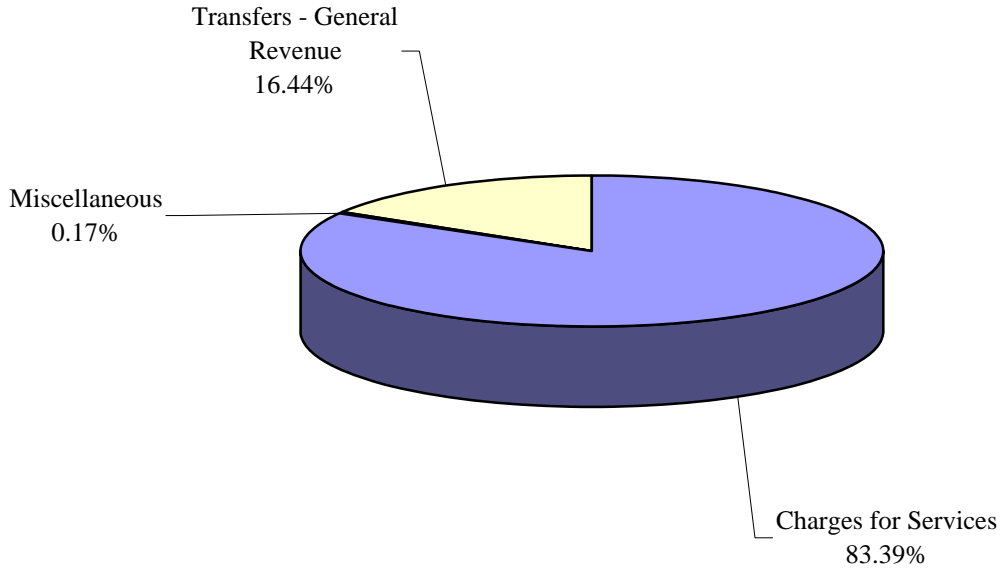


Central Services Office Programs and Services

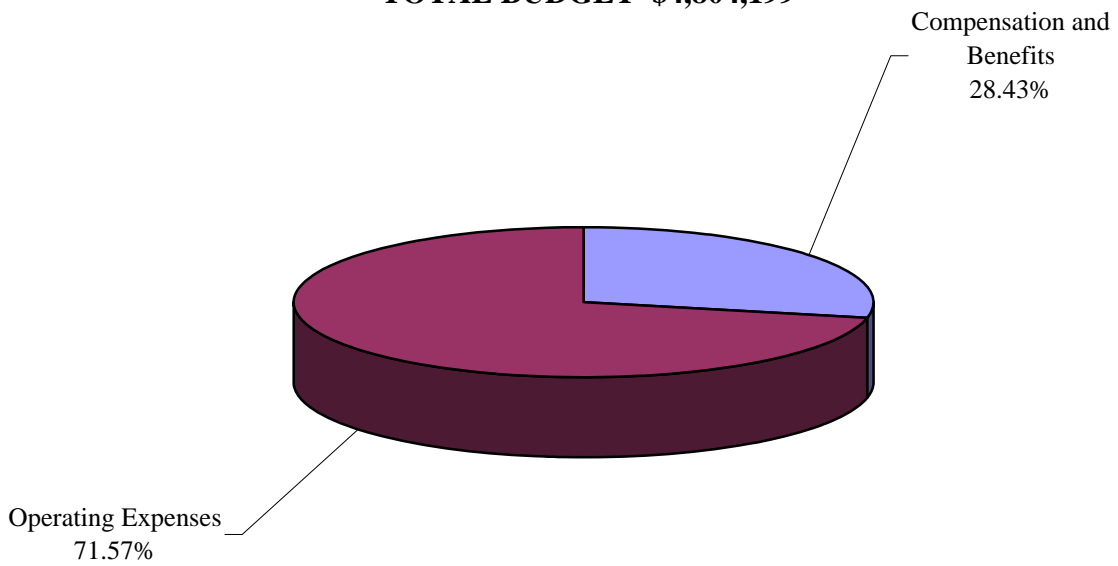


CENTRAL SERVICES OFFICE

OPERATING REVENUES (SOURCES) FY 2009-2010
TOTAL BUDGET \$4,804,199



OPERATING EXPENDITURES (USES) FY 2009-2010
TOTAL BUDGET \$4,804,199



Note: Total percentage may not equal 100% due to rounding.

CENTRAL SERVICES OFFICE: SUMMARY

MISSION STATEMENT:

Contributing to enhancing and ensuring Brevard County's quality of life by acquiring and maintaining cost-effective and quality goods and services to support County Government operations; providing accurate accounting and reporting of all County-owned real and tangible property; and providing cost effective and readily available fuel supplies and maintenance of County automobiles and small trucks.

PROGRAMS AND SERVICES:

Asset Management:

- Capital assets accountability and control; annual physical inventories
- Construction project and infrastructure recording and reconciliation
- Surplus property collection, re-distribution and disposal
- County-owned vehicle and boat registrations
- Maintenance of SAP Asset Module
- Board Agenda distribution; Board Resolution framing

Fleet Services:

- Vehicle and equipment repair and maintenance
- Fuel acquisition and fuel site operation
- Emergency generator repair and maintenance

Purchasing Services:

- Competitive acquisition of commodities and services
- Competitive procurement of professional consultant and construction services
- Ensure compliance with federal, state and local regulations for procurement and contracting actions
- Maintenance of SAP Purchasing Module
- Contract monitoring and review
- Clerk to the Special Magistrate

TRENDS AND ISSUES:

The FY2010 Central Services Office budget reflects the challenges of maintaining mandated and Board directed services while operating within the constraints of shrinking general fund resources.

Economic conditions have provided more cost effective contracting opportunities as more vendors and contractors compete for County contracts and projects. While increased competition has driven prices down, the number of new bidders and bidders competing for work out of their previous field of experience and expertise necessitates more in depth evaluation of their qualification, experience and licensure. Economic conditions are also impacting the number of protest proceedings, and resulting delays in final awards as bidders compete more aggressively for contracts.

Staff reductions in the Fleet Services program resulting from past budget reductions have negatively impacted the ratio of daily work orders opened versus daily work orders completed. Prior year staff reductions in the Purchasing Services program has also impacted procurement cycle times with procurement activities remaining steady or increasing.

Fuel prices fell dramatically beginning in the last quarter of 2008 through the first quarter of 2009. Current projections indicate fuel will remain lower than prior year allowing a notable reduction to the budgeted line for fuel expenditures to be projected as well as an offsetting reduction in revenues from charges to departments and external customers.

CENTRAL SERVICES OFFICE: DEPARTMENT SUMMARY

DEPARTMENT REVENUES AND EXPENDITURES

	Actual FY2006-2007	Actual FY2007-2008	Final Budget FY2008-2009	Adopted Budget FY2009-2010	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	
Intergovernmental	\$0	\$0	\$0	\$0	
Charges for Services	\$4,216,137	\$5,229,662	\$5,337,490	\$4,215,596	(21.02%)
Fines and Forfeits	\$0	\$0	\$0	\$0	
Miscellaneous	\$8,695	\$14,005	\$10,000	\$8,000	(20.00%)
Statutory Reduction	\$0	\$0	(\$271,374)	(\$209,234)	(22.90%)
<i>Operating Revenues:</i>	\$4,224,832	\$5,243,668	\$5,076,116	\$4,014,362	(20.92%)
Balance forward - Operating	\$0	\$0	\$92,639	\$0	(100.00%)
Balance forward - Capital	\$0	\$0	\$0	\$0	
Balance forward - Restricted	\$0	\$0	\$0	\$0	
Transfers - General Revenue	\$828,393	\$826,143	\$806,296	\$789,837	(2.04%)
Transfers - Others	\$0	\$25,275	\$0	\$0	
Other Finance Sources	\$0	\$0	\$0	\$0	
<i>Non-Operating Revenues:</i>	\$828,393	\$851,418	\$898,935	\$789,837	(12.14%)
TOTAL REVENUES:	\$5,053,225	\$6,095,086	\$5,975,051	\$4,804,199	(19.60%)
EXPENDITURES:					
Compensation and Benefits	\$1,405,839	\$1,398,623	\$1,415,847	\$1,365,879	(3.53%)
Operating Expenses	\$3,548,369	\$4,557,703	\$4,559,204	\$3,438,320	(24.59%)
Capital Expenditures	\$6,247	\$9,452	\$0	\$0	
Grants and Aid	\$0	\$0	\$0	\$0	
<i>Operating Expenditures:</i>	\$4,960,455	\$5,965,778	\$5,975,051	\$4,804,199	(19.60%)
Debt Service	\$0	\$0	\$0	\$0	
Reserves - Operating	\$0	\$0	\$0	\$0	
Reserves - Capital	\$0	\$0	\$0	\$0	
Reserves - Restricted	\$0	\$0	\$0	\$0	
Transfers	\$0	\$0	\$0	\$0	
<i>Non-Operating Expenditures:</i>	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES:	\$4,960,455	\$5,965,778	\$5,975,051	\$4,804,199	(19.60%)
PERSONNEL:					
Full-time Positions	25.00	25.00	25.00	25.00	
Part-time Positions	1.00	1.00	0.00	0.00	
Full-time Equivalent	25.50	25.50	25.00	25.00	
Temporary FTE	0.00	0.00	0.00	0.00	
Seasonal FTE	0.00	0.00	0.00	0.00	

ASSET MANAGEMENT: PROGRAM PROFILE

GOALS:			
Maintain quality accounting, reporting and control practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP)			
OBJECTIVES:			
<ol style="list-style-type: none"> 1. Establish and maintain controls relating to the financial reporting of Capital Assets - Mandated 2. Annually inventory all County-owned tangible property-reducing the risk of losing capital assets - Mandated 3. Manage and coordinate the collection, re-distribution and disposal of surplus property - Mandated 			
PERFORMANCE MEASUREMENTS:	ACTUAL FY 2007-2008	PROJECTED FY 2008-2009	PROJECTED FY 2009-2010
Identify, Maintain and Record all Capital Assets Including Construction In Progress and Infrastructure			
<ul style="list-style-type: none"> • <i>Output</i> : Total Capital Assets Recorded 	30,698	30,298	29,784
<ul style="list-style-type: none"> • <i>Outcome</i> : Total Value "Tangible Property & Eqpt" 	\$865,644,886	\$865,620,000	\$865,600,000
<ul style="list-style-type: none"> • <i>Efficiency</i> : Percentage of Total Capital Assets Recorded/ Maintained/Reconciled to the General Ledger 	100%	100%	100%
<ul style="list-style-type: none"> • <i>Efficiency</i> : Cost per asset 	\$7.60	\$7.64	\$7.30
Physically Inventory/Evaluate Assets			
<ul style="list-style-type: none"> • <i>Output</i> : Assets Inventoried 	23,914	23,500	23,000
<ul style="list-style-type: none"> • <i>Outcome</i> : Number of Assets Stolen/Unaccounted For 	19	25	19
<ul style="list-style-type: none"> • <i>Efficiency</i> : % of Inventories Completed 	100%	100%	100%
<ul style="list-style-type: none"> • <i>Efficiency</i> : Ratio of Assets Written Off to Assets Inventoried 	.795:1,000	1.060:1,000	.826:1,000
<ul style="list-style-type: none"> • <i>Efficiency</i> : Cost Per Asset Inventoried 	\$7.03	\$7.09	\$6.81
Collection, Re-distribution and Disposal of Surplus Property			
<ul style="list-style-type: none"> • <i>Output</i> : Assets Sold/Disposed Of/Redistributed 	6,960	6,960	6,960
<ul style="list-style-type: none"> • <i>Outcome</i> : Percentage Processed and Disposed of In Accordance With Fla. Statute 	100%	100%	100%
<ul style="list-style-type: none"> • <i>Efficiency</i> : Administrative Cost per Asset Disposal 	\$8.72	\$8.64	\$8.12
<ul style="list-style-type: none"> • <i>Efficiency</i> : Annual Revenues from sale of surplus 	\$517,121	\$790,000	\$790,000
<ul style="list-style-type: none"> • <i>Efficiency</i> : Ratio of Program Costs to Surplus Sale Revenue 	\$1.00: \$1.15	\$1.00:\$1.71	\$1.00:\$1.71

ASSET MANAGEMENT: PROGRAM PROFILE

BUDGET ANALYSIS:

REVENUES:

Non-Operating Revenues decrease 1.93% due to a reduction in the general fund transfer, associated with the expenses noted below.

EXPENDITURES:

Operating Expenditures decrease 1.93% due primarily to a reduction in health insurance premium expense.

PROGRAM CHANGES:

None Requested

ASSET MANAGEMENT: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2006-2007	Actual FY2007-2008	Final Budget FY2008-2009	Adopted Budget FY2009-2010	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	
Intergovernmental	\$0	\$0	\$0	\$0	
Charges for Services	\$0	\$0	\$0	\$0	
Fines and Forfeits	\$0	\$0	\$0	\$0	
Miscellaneous	\$0	\$0	\$0	\$0	
Statutory Reduction	\$0	\$0	\$0	\$0	
<i>Operating Revenues:</i>	\$0	\$0	\$0	\$0	
Balance forward - Operating	\$0	\$0	\$0	\$0	
Balance forward - Capital	\$0	\$0	\$0	\$0	
Balance forward - Restricted	\$0	\$0	\$0	\$0	
Transfers - General Revenue	\$449,978	\$467,082	\$462,421	\$453,499	(1.93%)
Transfers - Others	\$0	\$0	\$0	\$0	
Other Finance Sources	\$0	\$0	\$0	\$0	
<i>Non-Operating Revenues:</i>	\$449,978	\$467,082	\$462,421	\$453,499	(1.93%)
TOTAL REVENUES:	\$449,978	\$467,082	\$462,421	\$453,499	(1.93%)
EXPENDITURES:					
Compensation and Benefits	\$399,523	\$414,883	\$433,350	\$422,728	(2.45%)
Operating Expenses	\$28,066	\$27,504	\$29,071	\$30,771	5.85%
Capital Expenditures	\$0	\$6,953	\$0	\$0	
Grants and Aid	\$0	\$0	\$0	\$0	
<i>Operating Expenditures:</i>	\$427,589	\$449,339	\$462,421	\$453,499	(1.93%)
Debt Service	\$0	\$0	\$0	\$0	
Reserves - Operating	\$0	\$0	\$0	\$0	
Reserves - Capital	\$0	\$0	\$0	\$0	
Reserves - Restricted	\$0	\$0	\$0	\$0	
Transfers	\$0	\$0	\$0	\$0	
<i>Non-Operating Expenditures:</i>	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES:	\$427,589	\$449,339	\$462,421	\$453,499	(1.93%)
PERSONNEL:					
Full-time Positions	7.00	7.00	7.00	7.00	
Part-time Positions	0.00	0.00	0.00	0.00	
Full-time Equivalent	7.00	7.00	7.00	7.00	
Temporary FTE	0.00	0.00	0.00	0.00	
Seasonal FTE	0.00	0.00	0.00	0.00	

FLEET SERVICES: PROGRAM PROFILE

GOALS:			
To perform maintenance and repair services with quality automotive and equipment parts which ensure maximum operational efficiency and safety of assigned County vehicles, equipment and emergency backup generators at the most economical costs to Fleet Services customers. Provide a readily available supply of fuel for everyday operation and emergency situations.			
OBJECTIVES:			
<ol style="list-style-type: none"> 1. Perform scheduled preventive maintenance and servicing of assigned vehicles and equipment. 2. Perform safety inspections on vehicles at 15,000 mile intervals, annually on equipment. 3. Secure appropriate parts and equipment for maintenance and servicing of vehicles and equipment. 4. Provide fuel in convenient and accessible locations at an economical price. 			
PERFORMANCE MEASUREMENTS:	ACTUAL FY 2007-2008	PROJECTED FY 2008-2009	PROJECTED FY 2009-2010
Repair, service, maintenance and safety inspections of vehicles, heavy equipment and emergency generators.			
<ul style="list-style-type: none"> • <i>Output</i> : Number of work orders generated with labor 	2,653	2,645	2,645
<ul style="list-style-type: none"> • <i>Outcome</i> : Total vehicles, equipment and generators 	965	965	950
<ul style="list-style-type: none"> • <i>Efficiency</i> : Repair and Maintenance staff to vehicle, heavy equipment and generators 	1:161	1:161	1:158
Number of days vehicle down for repair.			
<ul style="list-style-type: none"> • <i>Output</i> : Number of work orders generated with labor 	2,653	2,645	2,645
<ul style="list-style-type: none"> • <i>Outcome</i> : Total vehicles, equipment and generators 	965	965	950
<ul style="list-style-type: none"> • <i>Efficiency</i> : Average days out of services for repair 	2.1	2.2	2.2
Fuel			
<ul style="list-style-type: none"> • <i>Output</i> : Number of fueling transactions 	59,066	60,000	59,000
<ul style="list-style-type: none"> • <i>Outcome</i> : Number of gallons gas and diesel sold 	1,043,930	1,100,000	1,000,000
<ul style="list-style-type: none"> • <i>Efficiency</i> : Average costs per gallon 	\$3.21	\$2.15	\$2.45

FLEET SERVICES: PROGRAM PROFILE

BUDGET ANALYSIS:

Operating Revenues decrease 20.91% due to projected reductions in fuel costs which are in turn charged to departments, offices and contracted external customers such as municipalities and not-for-profit agencies.

Non-Operating Revenues decrease 100% due to no balance forward being projected from the prior year.

EXPENDITURES:

Operating Expenditures decrease 22.32% due to reductions in projected fuel costs resulting from decreases in market prices from the prior year and to elimination of balance forward previously utilized for ongoing environmental monitoring and mitigation activities at the closed Sarno fuel site and existing Detention Center fuel site. Mitigation activities are complete and monitoring is concluding. Also due to a reduction in health insurance premium expense.

PROGRAM CHANGES:

None Requested

FLEET SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2006-2007	Actual FY2007-2008	Final Budget FY2008-2009	Adopted Budget FY2009-2010	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	
Intergovernmental	\$0	\$0	\$0	\$0	
Charges for Services	\$4,215,446	\$5,228,941	\$5,336,831	\$4,215,596	(21.01%)
Fines and Forfeits	\$0	\$0	\$0	\$0	
Miscellaneous	\$8,689	\$14,005	\$10,000	\$8,000	(20.00%)
Statutory Reduction	\$0	\$0	(\$271,374)	(\$209,234)	(22.90%)
<i>Operating Revenues:</i>	\$4,224,135	\$5,242,947	\$5,075,457	\$4,014,362	(20.91%)
Balance forward - Operating	\$0	\$0	\$92,639	\$0	(100.00%)
Balance forward - Capital	\$0	\$0	\$0	\$0	
Balance forward - Restricted	\$0	\$0	\$0	\$0	
Transfers - General Revenue	\$0	\$0	\$0	\$0	
Transfers - Others	\$0	\$25,275	\$0	\$0	
Other Finance Sources	\$0	\$0	\$0	\$0	
<i>Non-Operating Revenues:</i>	\$0	\$25,275	\$92,639	\$0	(100.00%)
TOTAL REVENUES:	\$4,224,135	\$5,268,222	\$5,168,096	\$4,014,362	(22.32%)
EXPENDITURES:					
Compensation and Benefits	\$671,302	\$657,033	\$657,982	\$626,183	(4.83%)
Operating Expenses	\$3,499,821	\$4,516,050	\$4,510,114	\$3,388,179	(24.88%)
Capital Expenditures	\$6,247	\$2,499	\$0	\$0	
Grants and Aid	\$0	\$0	\$0	\$0	
<i>Operating Expenditures:</i>	\$4,177,370	\$5,175,582	\$5,168,096	\$4,014,362	(22.32%)
Debt Service	\$0	\$0	\$0	\$0	
Reserves - Operating	\$0	\$0	\$0	\$0	
Reserves - Capital	\$0	\$0	\$0	\$0	
Reserves - Restricted	\$0	\$0	\$0	\$0	
Transfers	\$0	\$0	\$0	\$0	
<i>Non-Operating Expenditures:</i>	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES:	\$4,177,370	\$5,175,582	\$5,168,096	\$4,014,362	(22.32%)
PERSONNEL:					
Full-time Positions	10.00	10.00	10.00	10.00	
Part-time Positions	0.00	0.00	0.00	0.00	
Full-time Equivalent	10.00	10.00	10.00	10.00	
Temporary FTE	0.00	0.00	0.00	0.00	
Seasonal FTE	0.00	0.00	0.00	0.00	

PURCHASING SERVICES: PROGRAM PROFILE

GOALS:			
To employ cost-effective, efficient and innovative methods to ensure and promote the best interest of Brevard County through fair and open competitive procurement of materials, supplies, equipment and services at the best price, best value on a timely manner consistent with the established quality standards of the County. Centralized monitoring of contract and agreements to ensure proper accountability and development of contracts for commodities, services and fixed price contracts by all agencies under the jurisdiction of the Board of County Commissioners.			
OBJECTIVES:			
<ol style="list-style-type: none"> 1. Obtain quality commodities and services at competitive prices through strategic action and maintain the highest standards of ethics. 2. Ensure vendors are provided the opportunity to compete for County business through open and fair competition. 3. Maintain bid synopsis on-line, utilization of DemandStar for on-line ability to access, and implementation of on-line vendor registration to assist in managing and optimizing government opportunities. 4. Maintain Purchasing Module and provide continuous training of the Financial Management System. 			
PERFORMANCE MEASUREMENTS:	ACTUAL FY 2007-2008	PROJECTED FY 2008-2009	PROJECTED FY 2009-2010
Issue/Process Purchase Orders for All Competitive, Non-Competitive Awards and Facilities Management Work Orders			
<ul style="list-style-type: none"> • <i>Output</i>: Number of Line Items Processed - Work Order System Number of Line Items Processed - Non Work Order System Number of Purchase Orders Processed - Work Order System Number of Purchase Orders Processed - Non Work Order System • <i>Outcome</i>: Average number of days processing time • <i>Efficiency</i>: Cost Per Purchase Order 	2,081 9,654 1,545 4,229 4 \$59	1,956 9,075 1,453 4,197 4 \$61	1,956 9,075 1,453 4,197 4 \$61
Process/Issue/Award Competitive Sealed Bids, Quotes and Proposals resulting in Purchase Orders/Contract Actions			
<ul style="list-style-type: none"> • <i>Output</i>: Number of Formal Bid, Quote, and Proposals issued • <i>Outcome</i>: % Resulting in Award Cost Avoidance Realized from Formal Solicitations • <i>Efficiency</i>: Ratio of Program Cost to Cost Avoidance Realized from Formal Solicitations 	153 97% \$17,165,426 \$1:\$50	162 100% \$21,113,473 \$1:\$61	162 100% \$25,969,571 \$1:\$87
Coordinate and Facilitate Protest Resolution			
<ul style="list-style-type: none"> • <i>Output</i>: Number of Protests Received • <i>Outcome</i>: Resolution of Protest Without Further Action • <i>Efficiency</i>: Cost Per Hearing Conducted 	11 100% \$419	10 100% \$419	10 100% \$419
Monitoring of contract agreements entered into Contract Data System			
<ul style="list-style-type: none"> • <i>Output</i>: Number of Active Contracts • <i>Outcome</i>: Number of Contracts in compliance with Contract Audit • <i>Efficiency</i>: % of compliance with 15/days of Audit deficiency notification. 	2,217 144 91%	1,789 240 100%	1,789 240 100%

PURCHASING SERVICES: PROGRAM PROFILE

BUDGET ANALYSIS:

REVENUES:

Non-Operating Revenues decrease 2.19% due to a reduction in the general fund transfer.

EXPENDITURES:

Operating Expenditures decrease 2.38% due primarily to a reduction in health insurance premium expense.

PROGRAM CHANGES:

None Requested

PURCHASING SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2006-2007	Actual FY2007-2008	Final Budget FY2008-2009	Adopted Budget FY2009-2010	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	
Intergovernmental	\$0	\$0	\$0	\$0	
Charges for Services	\$692	\$721	\$659	\$0	(100.00%)
Fines and Forfeits	\$0	\$0	\$0	\$0	
Miscellaneous	\$6	\$0	\$0	\$0	
Statutory Reduction	\$0	\$0	\$0	\$0	
<i>Operating Revenues:</i>	\$697	\$721	\$659	\$0	(100.00%)
Balance forward - Operating	\$0	\$0	\$0	\$0	
Balance forward - Capital	\$0	\$0	\$0	\$0	
Balance forward - Restricted	\$0	\$0	\$0	\$0	
Transfers - General Revenue	\$378,415	\$359,061	\$343,875	\$336,338	(2.19%)
Transfers - Others	\$0	\$0	\$0	\$0	
Other Finance Sources	\$0	\$0	\$0	\$0	
<i>Non-Operating Revenues:</i>	\$378,415	\$359,061	\$343,875	\$336,338	(2.19%)
TOTAL REVENUES:	\$379,112	\$359,782	\$344,534	\$336,338	(2.38%)
EXPENDITURES:					
Compensation and Benefits	\$335,013	\$326,707	\$324,515	\$316,968	(2.33%)
Operating Expenses	\$20,482	\$14,149	\$20,019	\$19,370	(3.24%)
Capital Expenditures	\$0	\$0	\$0	\$0	
Grants and Aid	\$0	\$0	\$0	\$0	
<i>Operating Expenditures:</i>	\$355,496	\$340,856	\$344,534	\$336,338	(2.38%)
Debt Service	\$0	\$0	\$0	\$0	
Reserves - Operating	\$0	\$0	\$0	\$0	
Reserves - Capital	\$0	\$0	\$0	\$0	
Reserves - Restricted	\$0	\$0	\$0	\$0	
Transfers	\$0	\$0	\$0	\$0	
<i>Non-Operating Expenditures:</i>	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES:	\$355,496	\$340,856	\$344,534	\$336,338	(2.38%)
PERSONNEL:					
Full-time Positions	8.00	8.00	8.00	8.00	
Part-time Positions	1.00	1.00	0.00	0.00	
Full-time Equivalent	8.50	8.50	8.00	8.00	
Temporary FTE	0.00	0.00	0.00	0.00	
Seasonal FTE	0.00	0.00	0.00	0.00	

CENTRAL SERVICES OFFICE: MANDATED PROGRAMS

EXPLANATION	FUNDING SOURCE
State law requires local governments to maintain internal accounting controls designed to provide reliability of financial records for preparing financial statements and maintaining accountability for	General Fund
These rules prescribe the records and procedures considered appropriate by the Auditor General for	General Fund
The Board of County Commissioners has adopted policies and procedures to establish guidelines for accountability of assets.	General Fund
County Ordinance for the surplus of Real Property and Modular Structures	General Fund
GASB 34 establishes standards of state and local governmental accounting and financial reporting that (a) result in useful information for users of financial reports and (b) guide and educate the public,	General Fund
State law requires local governments to maintain internal accounting controls to safeguard assets against loss from unauthorized use or disposition. All assets are inventoried annually as mandated to adhere to laws outlined in F.S. 274, 125.35-125.38	General Fund
The rules prescribe the inventory process and reconciliation of records and procedures considered	General Fund
The Board of County Commissioners has adopted policies and procedures to establish guidelines for accountability of assets.	General Fund
State law requires local governments to dispose of surplus property in accordance with F.S. 274.05, 125.38.	General Fund
These rules prescribe the methods of disposition prescribed by Section 274.05 or 274.06, Florida	General Fund
The Board of County Commissioners has adopted policies and procedures to establish guidelines for surplus and disposing of County equipment.	General Fund
County Ordinance for the surplus of Real Property and Modular Structures	General Fund
State law requires all motor vehicles and vessels be registered in accordance with F.S. 319.21, 320.02	General Fund
County ordinance establishes that the Central Services Office shall be responsible for the functions of purchasing, property control, and central fleet.	
Board policy assigns responsibility to Fleet Services for overall management of the County fleet, assist with acquisition of new vehicles, and the maintenance and disposition of all on and off-road vehicles.	
Fleet Services provides services for maintenance, repair, parts acquisition, and fueling of County vehicles. Fleet Services is responsible for maintaining the billing records to the user agencies for maintenance, repair and fuel.	
State law establishes the powers and duties of the County Administrator which include that the administrator will develop, install and maintain centralized budgeting, personnel, legal, and purchasing procedures.	General Fund
State law requires the solicitation of competitive bids or proposals for county, municipality, or other political construction projects.	General Fund
Also known as the "Consultants Competitive Negotiation Act" or "CCNA", directs the competitive selection of certain professional services.	General Fund
County ordinance establishes the function of purchasing as the responsibility of the Central Services Office.	General Fund

CENTRAL SERVICES OFFICE: MANDATED PROGRAMS

DESCRIPTION	MANDATE TYPE	MANDATE TITLE	SERVICE AREA
ASSET MANAGEMENT			
Identify, Maintain and Record all Capital Equipment	State of Florida	Florida Stat. 274, 125.35-125.38	Countywide
	State of Florida	Rules of Chief Financial	Countywide
	Local	Brevard County Policy BCC23 and AO-24,	Countywide
	Local	County Ordinance Chapter 2, Article VII	Countywide
Track, Record and Reconcile Construction Projects and Infrastructure	GAAP	GASB 34	Countywide
Physically Inventory/Evaluate Assets	State of Florida	Florida Stat. 274, 125.35-125.38	Countywide
	State of Florida	Rules of Chief Financial	Countywide
	Local	Brevard County Policy BCC23 and AO-24	Countywide
Collection, Redistribution and Disposal of Surplus Property	State of Florida	Florida Stat. 274, 125.35-125.38	Countywide
	State of Florida	Rules of Chief Financial	Countywide
	Local	Brevard County Policy BCC23 and AO-24	Countywide
	Local	County Ordinance	Countywide
Vehicle/Boat Registrations	State of Florida	Florida Stat. 319.21, 320.02	Countywide
FLEET SERVICES			
Repair & Maintenance of vehicles and equipment; operation of fuel sites.	Local	Brevard County Code of Ordinances, Section 2-73	Countywide
	Local	Brevard County Policy BCC-75	Countywide
	Local	Brevard County Administrative Order AO-56	Countywide
PURCHASING SERVICES			
Competitive Solicitation of Bids for Services, Commodities and Construction	State of Florida	F.S. 125.74	Countywide
	State of Florida	F.S. 255.0525 (2)	Countywide
	State of Florida	F.S. 287.055	Countywide
	Local	Brevard County Code of Ordinances, Section 2-73	Countywide