



Central Services

The Central Services Department is responsible for the procurement of goods and services, providing for the accountability of County assets, the maintenance and repairs of the County's vehicles and equipment, maintenance of the County's fuel sites for the County and provide Clerk to the County's Special Magistrate.

Department Snapshot



Central Services strives to provide excellent support to County Departments, Charter Offices, and, at times, local agencies through its core functions



Leadership Focus

Departmental Strategies & Priorities

Shifts in Industry/Tech/Statutory Requirements

Additional Functions-

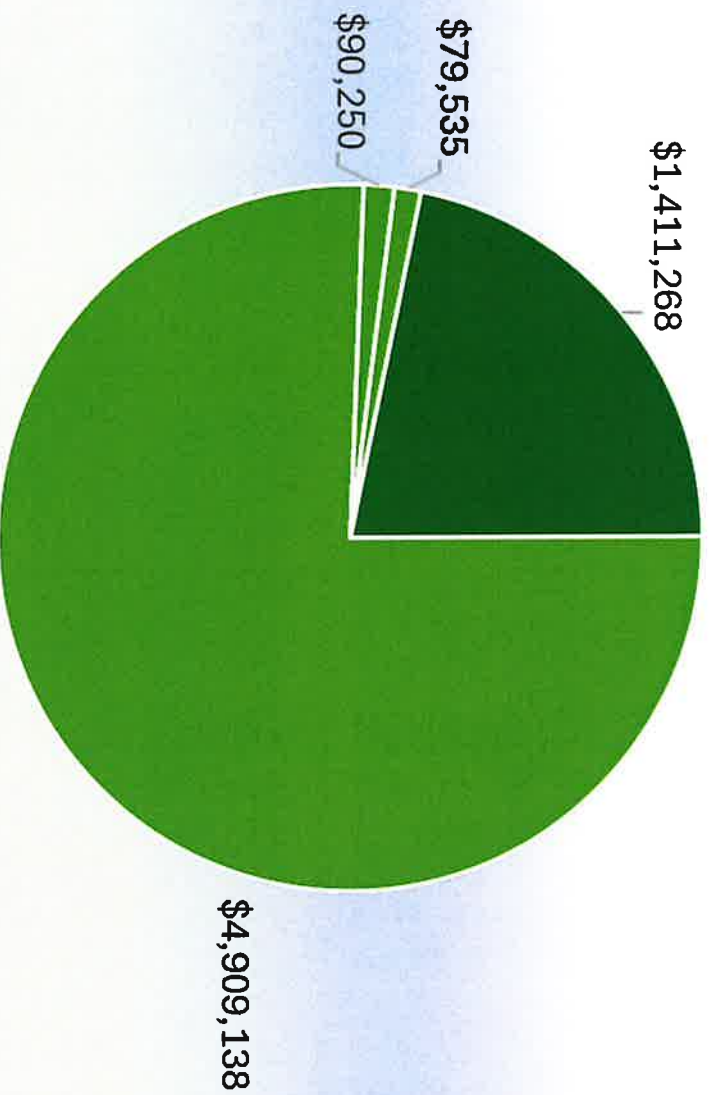
- Clerk to the special magistrate duties
- Advisory board database maintenance

FY 2025 Budget

By Funding Source



Central Services FY 2025 Budgeted Revenue



Charges For Services (\$4.9M)

- Fleet Parts
- Fuel Sales
- Vehicle Repairs

General Fund Support (\$1.4M)

Misc Revenue (\$90K)

- Asset Surplus Sales

Balance Forward (\$79K)

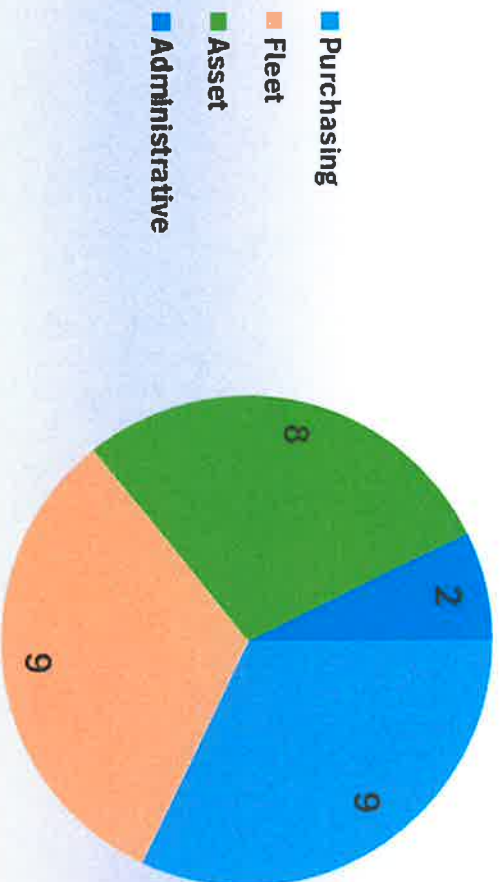
- Asset Surplus Sales and Fleet Vehicle Revenue

Central Services

FTE Breakdown



Central Services FY 2025 FTEs (28)



Purchasing (9)

- Purchasing Manager
- Procurement Supervisor
- Procurement Analyst II (3)
- Procurement Analyst III
- Procurement Analyst I
- Procurement & Contracts Admin Supp Spct
- Special Projects Coordinator II

Fleet (9)

- Central Fleet Services Manager
- Central Fleet Support Specialist
- Heavy Equipment Mechanic III (2)
- Heavy Equipment Service Technician
- Automotive Mechanic III
- Automotive Mechanic I (2)
- Special Projects Coordinator II

Asset (8)

- Asset Manager
- Asset Supervisor
- Property Control Agent III
- Property Control Agent II (2)
- Property Control Agent I
- Senior Asset Management Technician
- Asset Management Technician

Administrative (2)

- Central Services Director
- Administrative Assistant to Dept Director/Clerk to Special Magistrate

Purchasing Services



Competitive ARPA Solicitation

- \$116.9M
- Encumbered by 12/31/24
- Required to be spent by 12/31/26

- Received the 2025 Award of Excellence in Public Procurement

Significant Policy Revisions

- BCC-25 Procurement
- BCC-26 Acquisition of Consultant Professional Services
- BCC-27 Construction Contracts
- BCC-28 Pre-Qualification of Construction Bidders Prior to Award
- Ordinance 98-37

- Competitively Solicited 131 Bids that were Advertised and 119 Awarded

- Monitoring over 220 County Contracts

Consolidation of Bidding Platform

- Shift to Single Platform

Asset Management



County Asset Accountability

- Annual Physical Inventory
- Supporting Charter Offices and Judicial Functions

Surplus Property Collection

- Collection
- Redistribution
- Auction

Compliance

- Full Compliance with the County's 2023 Annual Comprehensive Financial Report (ACFR)
- Working with External Auditors on the 2024 ACFR

- Conduct Inventory for
 - Board Agencies
 - Charter Officers
 - State Atty
 - Public Def
 - Court Admin
 - Law Library
 - Guardium Ad-Litem
- Total Physical Inventory – 29,424
- Over \$1M in Surplus Sales in FY 2024
 - \$894K returned to County Agencies
 - \$132K Retained by Asset

Fleet Services



Repair and Maintenance

- Vehicles
- Heavy Equipment
- Generators

County-Agency Support

- Acquisition
- Replacement
- Disposition

Fuel Sites

- Monitor Fuel Usage
- Billing
- Operational Efficiency
- Maintenance

New Fleet Facility – COMING SOON

- Heavy Equipment
- Coordination with Public Works
- Operational FY 2026

2024 Productivity

- 9 Fuel Sites Managed
- 377,595 Gallons of Diesel Fuel Dispensed
- 484,409 Gallons of Unleaded Fuel Dispensed
- 557 Vehicles Repaired
- 220 Heavy Equipment Items Repaired
- 255 Generators Maintained and Repaired
- 53 Replacement Vehicles Purchases

Clerk to the Special Magistrate & Advisory Boards



Clerk Duties

- Code Enforcement, Dangerous Animals & Contractor Licensing
- Coordinating & Scheduling
- Minutes
- Order Filing
- Informational Support

Advisory Boards

- Maintenance of Database
- 44 Advisory Boards
- Appointments maintained online through County webpage