

## DEPARTMENT OF ADMINISTRATIVE SERVICES

Department Director: Joe Lauro

727-464-4710

<http://www.pinellascounty.org/budget/default.htm>

### **Department Purpose**

The Department of Administrative Services (DAS) centralizes services for purchasing, risk, real property, design and construction, facility, and fleet operations to one internal department for the efficient delivery of those services to all departments under the Pinellas County Board of County Commissioners (BCC), select appointing authorities, and all constitutional offices.

### **Topics for Discussion**

- The DAS operating budget is increasing, both in the General Fund and in non-General-Funds for several reasons.
  - The General Fund is increasing primarily due to seven months of lease expense payments for the Sheriff's Hanger (\$980,000), a shift of responsibilities and personnel from the Parks and Conservation Services for landscape maintenance (\$520,000), expenses related to the South County Service Center (\$280,000), natural increases to personnel costs (\$335,000), and increased utilities at the Jail Operations Center (\$170,000).
  - The non-general-funds are increasing primarily due to the increased cost of fuel (\$800,000), fleet replacement costs (\$3.8M), property insurance increases cost-accounted to the Utilities Department (\$1.3M), and insurance increases cost-accounted to the Sheriff associated with jail health care (\$57,000).
- Although fuel consumption for FY23 is projected to decrease by 5.2%, the current economic conditions have led Fleet Management (FM) to increase their projected fuel price per gallon. Unleaded increased 8.9% or twenty cents and diesel increased 2.0% or five cents. This has resulted in a \$799,890 or 16.8% increase in FM's budget for fuel.
- FM's Vehicle Replacement Plan (VRP) includes an additional \$5.9M in planned purchases for FY23 (from \$4.9M in FY22 to \$10.8M in FY23).
- Budgeted expenditures for property and casualty insurance premiums reflect an increase of \$1.6M or 14.9% over FY22. The increase reflects the Utility Department's decision to move their highly protected properties (Logan Lab & Pump Station, South Cross Bayou Wastewater Treatment Facility, Dunn Water Reclamation Facility, and Keller Water Treatment Facility) from Arthur J. Gallagher back to FM Global. The Pinellas County Sheriff's Office's (PCSO) decision to replace their previous doctors with contracted doctors cost an additional \$57,000 in FY22. The new coverage ensures adequate coverage for the contracted doctors and the previous medical staff and is expected to increase for FY23.
- For FY21 the County's total value of outstanding losses for workers' compensation and general liability increased \$2.9M. The PCSO accounted for 61.8% of the total increase while departments under the Board of County Commissioners (BCC) accounted for 38.2%.
- DAS has repurposed the vacant Procure to Pay Manager position to a Manager of Budget and Analytics position. This position will address the Office of Management and Budget's transition from full-service to non-full service without increasing FTE.
- No proposed changes to user fees.

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### Budget Summary

The FY23 Proposed Revenue Budget for the Department of Administrative Services is increasing \$4.1M or 10.7% over the FY22 Revenue Budget.

General Fund revenues increased \$77,860 or 6.2% over FY22. The \$100,900 increase for rents received was offset by a \$23,040 decrease in Water Chiller Plant revenue.

Non-General Fund Revenues increased \$4.0M or 10.5%. Internal cost plans for Risk and Fleet charges generate these revenues by recouping RM's and FM's costs to provide these services to departments.

	2022			2023		
Revenue Account	General Fund	Non- General Fund	Total	General Fund	Non- General Fund	Total
Charges for Services	\$187,800	\$36,834,560	\$37,022,360	\$164,760	\$40,965,890	\$41,130,650
Rents, Surplus and Refunds	\$1,067,480	\$190,950	\$1,258,430	\$1,168,380	\$190,950	\$1,359,330
Other Miscellaneous Revenues		\$311,740	\$311,740		\$243,100	\$243,100
<b>Revenue Total</b>	<b>\$1,255,280</b>	<b>\$37,337,250</b>	<b>\$38,592,530</b>	<b>\$1,333,140</b>	<b>\$41,399,940</b>	<b>\$42,733,080</b>

The total FY23 Expenditure Budget (table on next page) for DAS increased \$2.9M or 3.3%. over the FY22 Budget.

In the General Fund, which funds the Purchasing and Facilities and Real Property (FRP) divisions, the budget increased \$1.6M or 4.0%. Increased operating expenses for leases, new land management and radio tower facility maintenance programs, and new operating costs for the purchase of the South County Service Center drove the increase. Personal Services would have increased by \$582,401 or 4.5% but after factoring in the recent transfer of three Procure to Pay position to other departments, the adjusted increase is \$335,000 or 2.6%. The adjusted increase aligns with the cost of pay adjustments and budgeted increases for 43 career paths. Capital Outlay decreased \$198,200 or 35.2%.

Non-General Fund expenditures excluding reserves, for FM and RM increased \$5.1M or 15.8%.

For FY23 excluding reserves, the FM budget increased \$6.6M or 39.6%. Planned VRP purchases combined with higher pricing due to the current supply chain issues increased their budget by \$3.8M from FY22. FM's efforts to reduce other operating expenses helped offset their \$799,890 or 16.8% increase for fuel to a net increase of \$573,580 or 6.2% increase for total operating expenditures.

For FY23 excluding reserves, the RM budget increased \$1.5M or 7.0%. Decreases in several operating expenses helped offset the \$1.6M or 14.9% increase for property and casualty insurance premiums.

## DEPARTMENT OF ADMINISTRATIVE SERVICES

	2022			2023		
<b>Expenditure Account</b>	<b>General Fund</b>	<b>Non- General Fund</b>	<b>Total</b>	<b>General Fund</b>	<b>Non- General Fund</b>	<b>Total</b>
Personal Services	\$12,911,890	\$3,829,220	\$16,741,110	\$13,246,520	\$3,974,990	\$17,221,510
Operating Expenses	\$26,588,130	\$20,816,080	\$ 47,404,210	\$28,055,410	\$23,258,780	\$51,314,190
Capital Outlay	\$563,200	\$4,960,330	\$ 5,523,530	\$365,000	\$10,861,480	\$11,226,480
Reserves		\$18,999,320	\$18,999,320		\$15,230,430	\$15,230,430
<b>Total</b>	<b>\$40,063,220</b>	<b>\$48,604,950</b>	<b>\$ 88,668,170</b>	<b>\$41,666,930</b>	<b>\$53,325,680</b>	<b>\$94,992,610</b>
<b>FTE</b>	<b>141.0</b>	<b>40.5</b>	<b>181.5</b>	<b>*140.5</b>	<b>40.0*</b>	<b>180.5</b>

- \* The 0.5 FTE reduction in the General Fund is the net of:
  - Moving three (3) Procure to Pay positions to other departments
  - Adding 0.5 FTE for a Management Intern to assist the Property Acquisition, Management and Surplus program, and
  - The addition of two (2) Procurement Analyst Lead positions to work on ARPA projects, which will be funded by ARPA. The budget for two positions is reflected in the approved appropriation for the Program Management and Accounting of ARPA.
- \* The 0.5 reduction of Non-General Fund FTE occurred in the Risk Financing Fund. For FY22, Risk budgeted two (2) employees to assist with the onboarding of a third-party administrator to process workers' compensation claims for the first quarter only.

### **Budget Summary by Program and Fund**

#### **Land Management**

Protection of parks, environmental land, and natural resources and the maintenance of county owned landscapes.

<b>Program</b>	<b>Fund</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Budget</b>	<b>FY23 Budget</b>
1391-Land Management	0001 - General Fund	\$0	\$0	0	\$525,000
	<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$525,000</b>

#### **Fleet Fuel Management**

Provides fuel and maintains fuel sites throughout the County and ensures regulatory compliance.

<b>Program</b>	<b>Fund</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Budget</b>	<b>FY23 Budget</b>
1541-Fleet Fuel Management	5002 - Fleet Management Fund	\$4,347,027	\$4,551,117	5,452,310	\$6,044,940
	<b>Total</b>	<b>\$4,347,027</b>	<b>\$4,551,117</b>	<b>\$5,452,310</b>	<b>\$6,044,940</b>

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### Fleet Asset Management

Acquisition, use, maintenance, repair, and disposal of County-owned vehicles, heavy equipment, and stationary engines.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1545-Fleet Asset Management	5002 - Fleet Management Fund	\$7,714,003	\$11,356,755	14,422,240	\$17,373,260
	<b>Total</b>	<b>\$7,714,003</b>	<b>\$11,356,755</b>	<b>\$14,422,240</b>	<b>\$17,373,260</b>

### Radio and Technology

Provides for the management and administration of the countywide intergovernmental radio and data system used for public safety communication and incident response.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1824-Radio & Technology	0001 - General Fund	\$0	\$0	0	\$9,700
	<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,700</b>

### Procurement

Centralized purchasing function for the Pinellas County Board of County Commissioners (BCC) and select constitutional officers as defined by County Code 2-156 through 2-195 and selected sections of 2-62.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1861-Procurement	0001 - General Fund	\$2,092,837	\$2,901,502	3,097,170	\$2,331,310
	<b>Total</b>	<b>\$2,092,837</b>	<b>\$2,901,502</b>	<b>\$3,097,170</b>	<b>\$2,331,310</b>

### Jail Facility Operations and Maintenance

Maintenance of the detention and other facilities operated by the Pinellas County Sheriff's Office.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1882-Jail Facility Operations and Maintenance	0001 - General Fund	\$5,916,157	\$6,342,250	6,366,560	\$6,667,980
	<b>Total</b>	<b>\$5,916,157</b>	<b>\$6,342,250</b>	<b>\$6,366,560</b>	<b>\$6,667,980</b>

### Utility Support

Provision of electricity, potable water, reclaimed water, sanitary sewer, stormwater sewer, and refuse collection services for Pinellas County owned and leased facilities.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1884-Utility Support	0001 - General Fund	\$9,217,812	\$9,728,292	9,830,950	\$10,008,000
	<b>Total</b>	<b>\$9,217,812</b>	<b>\$9,728,292</b>	<b>\$9,830,950</b>	<b>\$10,008,000</b>

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### Property Acquisition, Management and Surplus

Acquisition, design, construction, remodeling, allocation, and disposition of County owned real property and the transfer and disposal of surplus County-owned personal property.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1901-Property Acquisition, Management and Surplus	0001 - General Fund	\$2,330,913	\$2,061,860	2,084,400	\$2,329,270
	<b>Total</b>	<b>\$2,330,913</b>	<b>\$2,061,860</b>	<b>\$2,084,400</b>	<b>\$2,329,270</b>

### Leasing

County leasing and licensing of real property owned by others.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1902-Leasing	0001 - General Fund	\$4,910,074	\$5,116,085	5,091,130	\$5,911,690
	<b>Total</b>	<b>\$4,910,074</b>	<b>\$5,116,085</b>	<b>\$5,091,130</b>	<b>\$5,911,690</b>

### Facility Operations and Maintenance

Operation and maintenance of all Pinellas County Government and Courts facilities.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1903-Facility Operations and Maintenance	0001 - General Fund	\$12,524,847	\$12,275,519	13,593,010	\$13,876,710
	<b>Total</b>	<b>\$12,524,847</b>	<b>\$12,275,519</b>	<b>\$13,593,010</b>	<b>\$13,876,710</b>

### Protecting County employees, citizens, and assets

Management of Pinellas County's risk due to worker injuries, third party liability losses from citizens and others, property losses, environmental losses, and other types of losses.

Program	Fund	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
1933-Protecting County employees, citizens, and assets	5005 - Risk Financing Fund	\$12,127,561	\$12,583,113	12,825,690	\$14,452,830
	<b>Total</b>	<b>\$12,127,561</b>	<b>\$12,583,113</b>	<b>\$12,825,690</b>	<b>\$14,452,830</b>

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### FY22 Accomplishments

- Started and completed implementation of the new GPS System in all County rolling stock; the new GPS System will provide many operating metrics pertaining but not limited to driving dynamics, fuel usage, idle time, and vehicle usage.
- Developed a 10-year replacement plan to replace the County light duty Fleet (pick-up trucks, sedans, vans) with alternative fueled (Electric Vehicles).
- Completed the Purchasing SharePoint intake site to enable departments to enter requests along with all appropriate information necessary to competitively procure goods and services; this improvement provides Purchasing customers an efficient method of requesting competitive processes.
- Onboarded new Amazon centralized business account for greatly improved ordering and delivery of everyday operational supplies; this action eliminated all personal Amazon accounts providing greater and improved controls along with improved purchasing economy of scale
- Developed detailed inventory of County properties enabling staff to begin the process of disposing and/or repurposing properties no longer needed by County government.

### Performance Measures

Performance Measure	Unit of Measure	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget
Overall Customer Satisfaction	Percent	N/A	88.0%	85.0%	90.0%
Average Miles per Gallon of Fuel Used	Count	14.2	13.0	14.0	14.0
Percent Change in Carbon Dioxide Emission from Prior Year	Tons	2.5%	-4.0%	Monitoring (New Measure)	Monitoring (New Measure)
Percent Change in Employee Injuries from Prior Year	Percent	-9.0%	-0.4%	-5.0%	-5.0%
Percent of Vendors in compliance with Assigned Insurance Requirements	Percent	75.8%	81.2%	80.0%	80.0%
Premium Percent Change Attributed to Policy Changes	Percent	-2.0%	-10.0%	0.0%	0.0%
Savings Attributed to Use of Purchasing Cards	USD	\$1,194,250.00	\$1,435,833.00	\$1,350,000.00	\$1,350,000.00

## DEPARTMENT OF ADMINISTRATIVE SERVICES

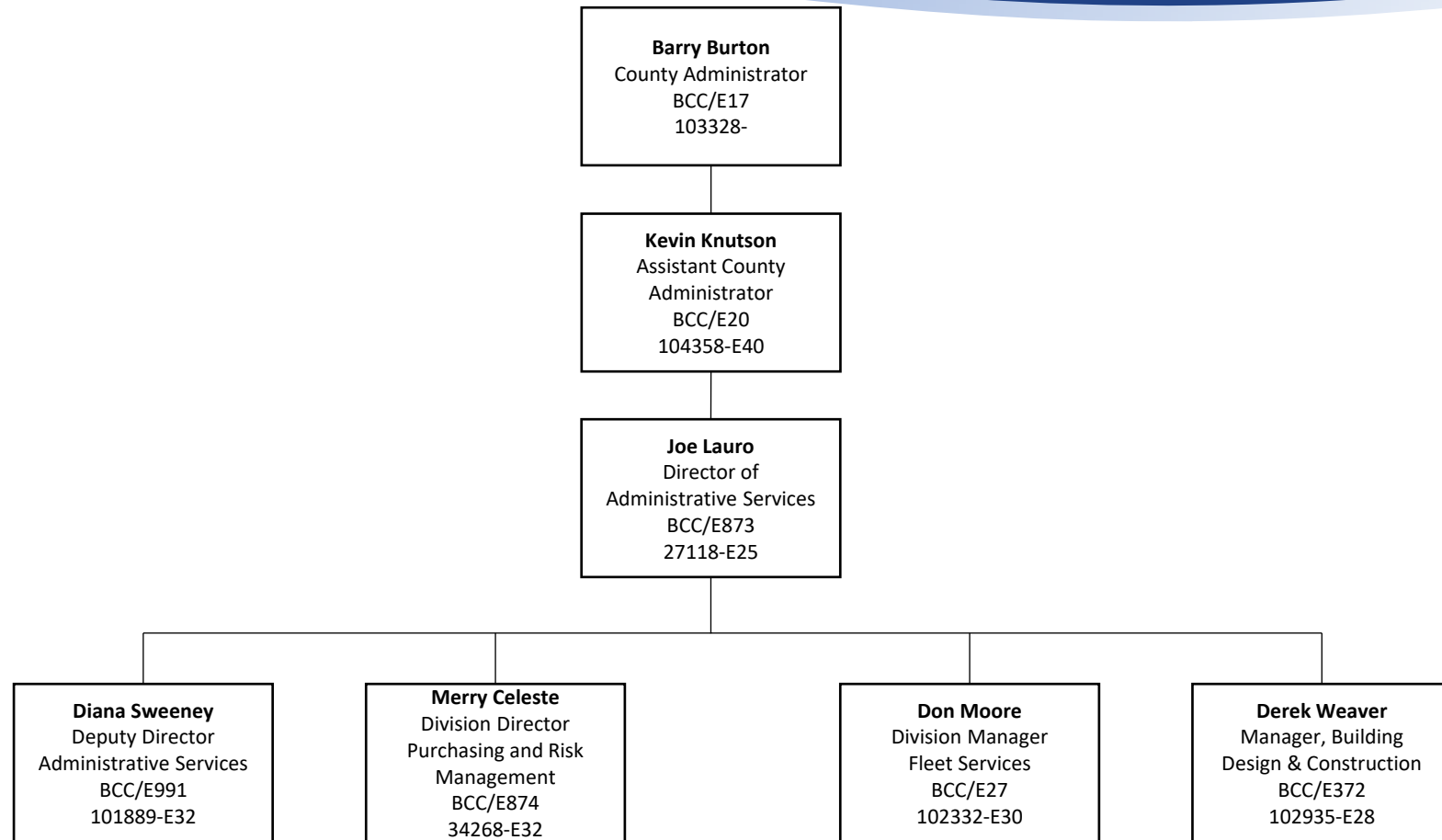
### Work Plan

- Conduct County Space Study and Analysis.
- Develop Building Project Management Manual in FY22.
- Develop Electric Vehicle (EV) Master Plan in FY22.
- Update Management Plan for County-Owned Properties in FY22.
- Update Real Estate Policy & Procedures in FY22.
- Implement New Vehicle and Equipment Global Positioning System (GPS) Program by FY23.

### **Attachments:**

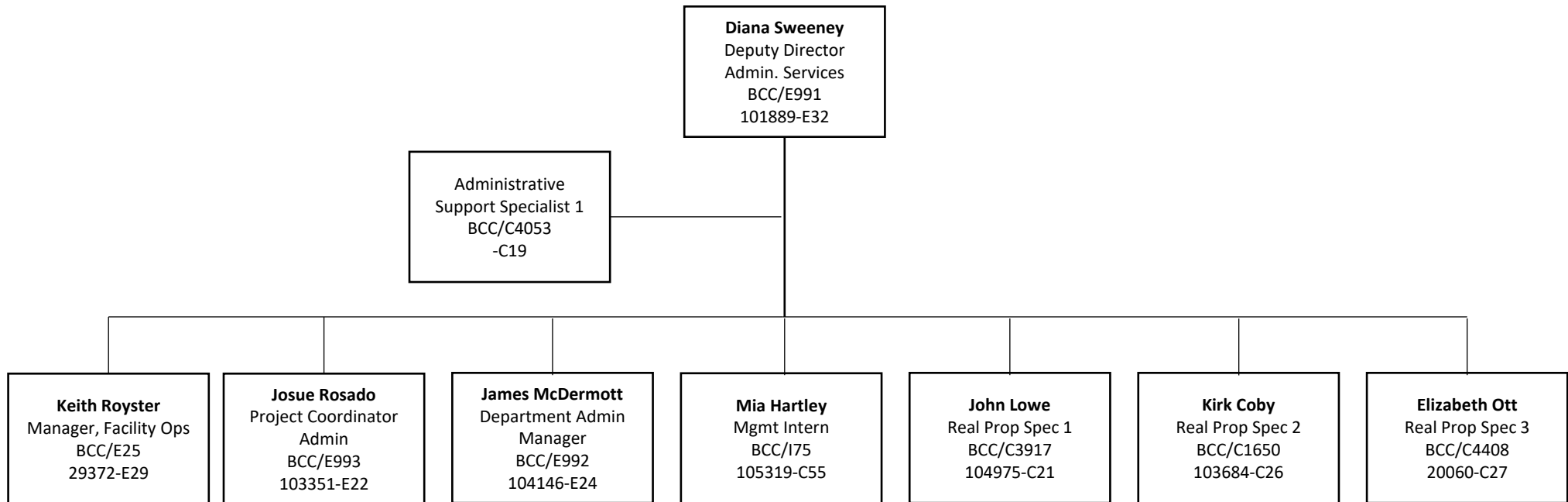
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|--|---------|
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# PINELLAS COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES



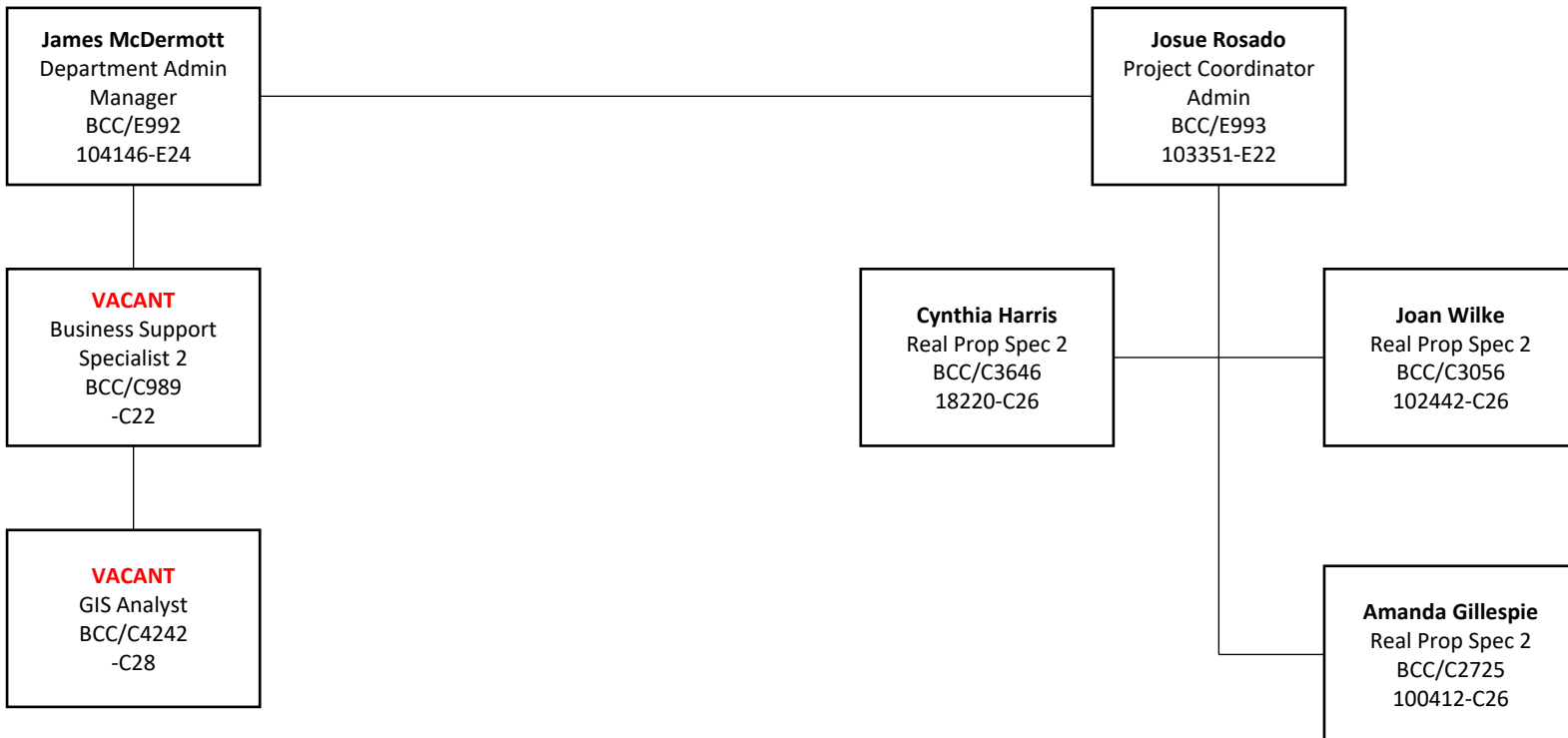


# DEPARTMENT OF ADMINISTRATIVE SERVICES FACILITIES AND REAL PROPERTY DIVISION

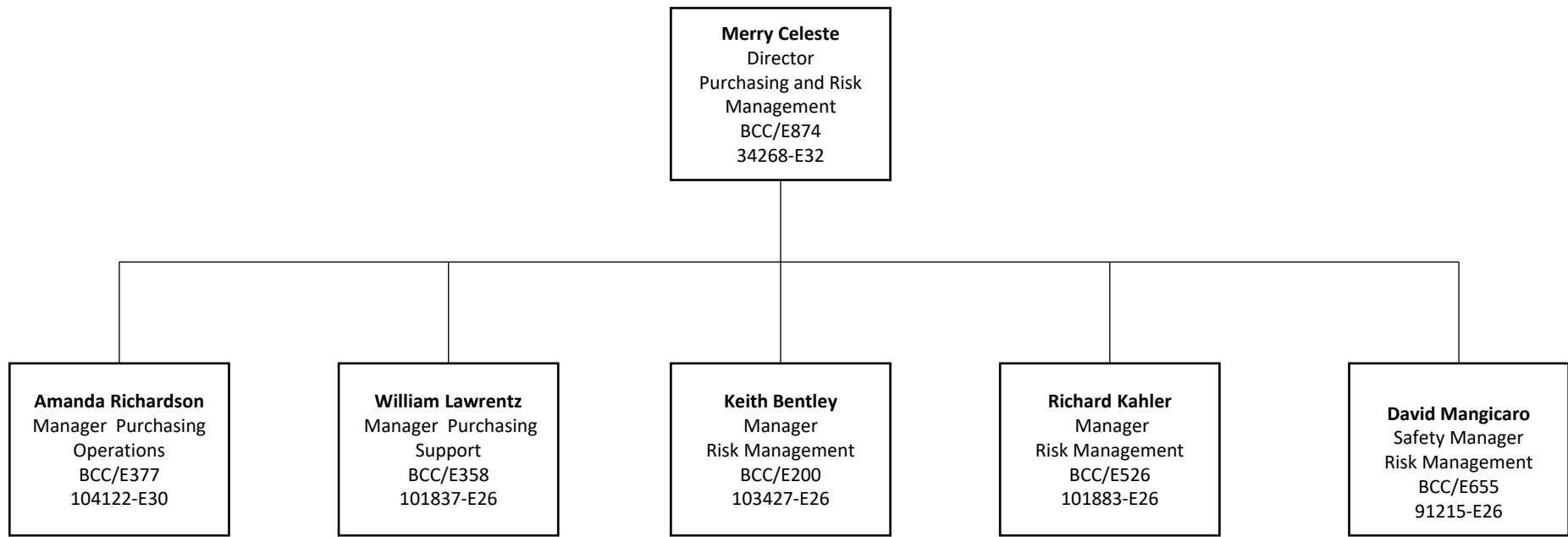


# FACILITIES AND REAL PROPERTY DIVISION

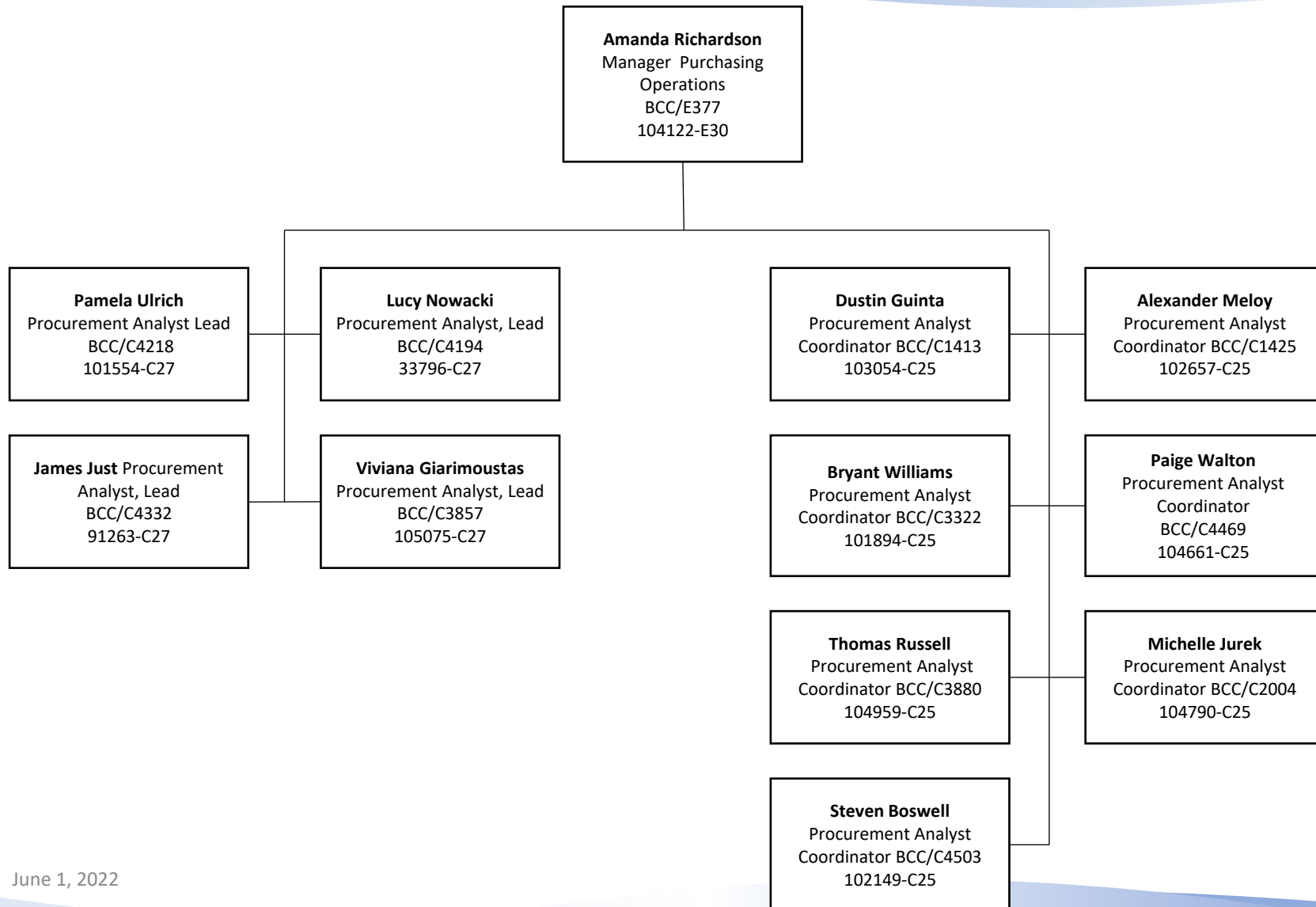
## REAL PROPERTY



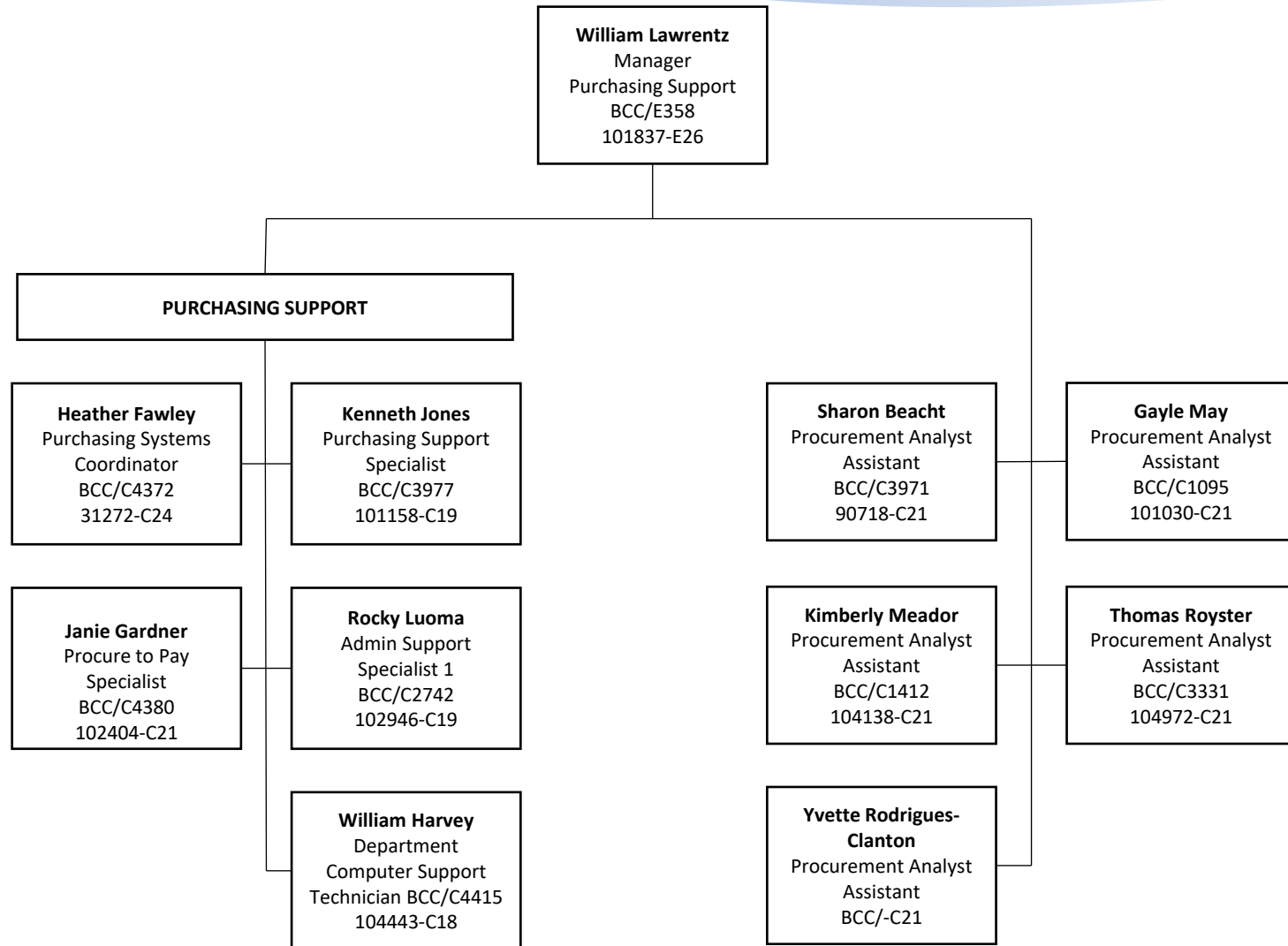
# DEPARTMENT OF ADMINISTRATIVE SERVICES PURCHASING AND RISK MANAGEMENT DIVISION



# DEPARTMENT OF ADMINISTRATIVE SERVICES PURCHASING

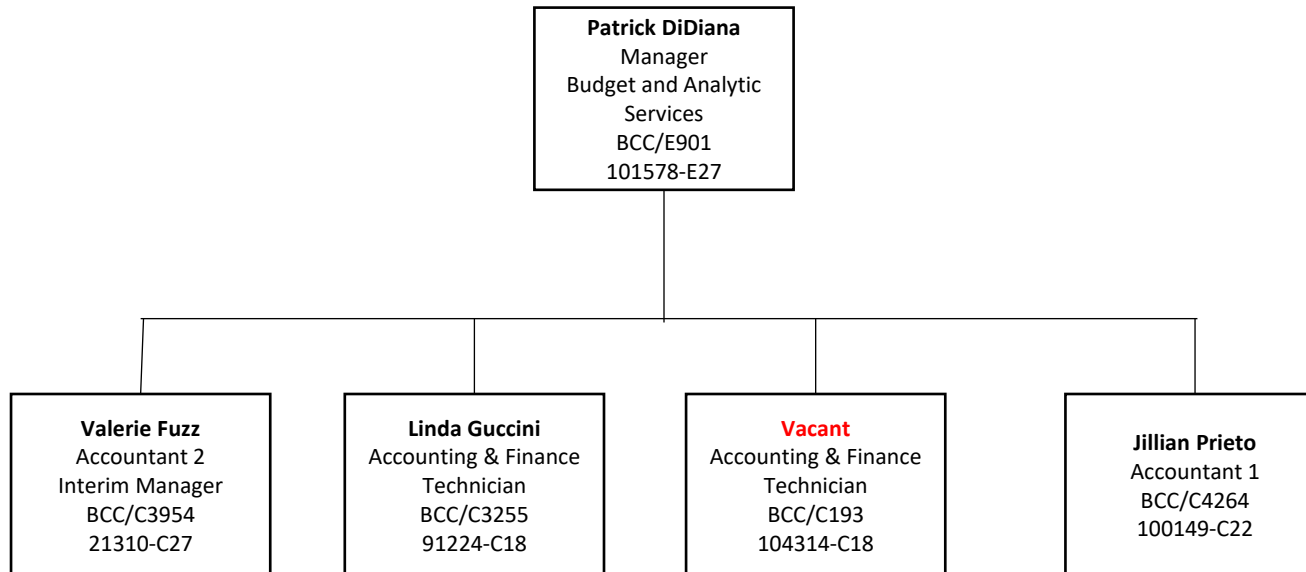


# DEPARTMENT OF ADMINISTRATIVE SERVICES PURCHASING



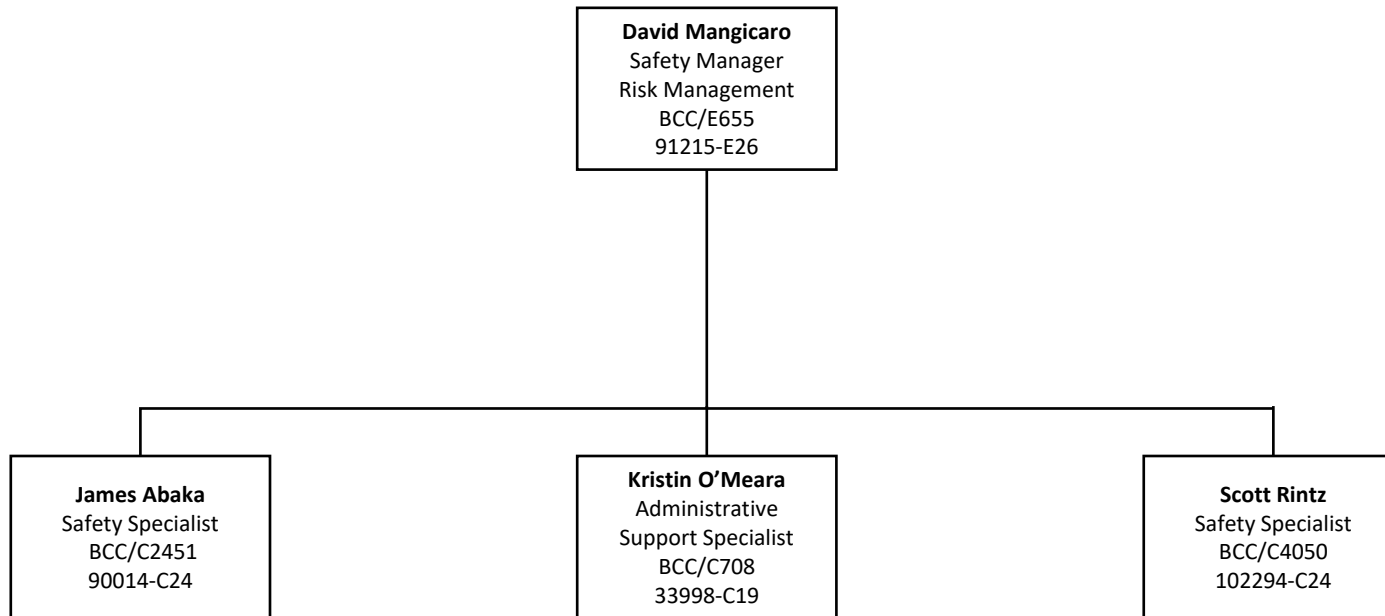
# DEPARTMENT OF ADMINISTRATIVE SERVICES

## Budget and Analytic Services

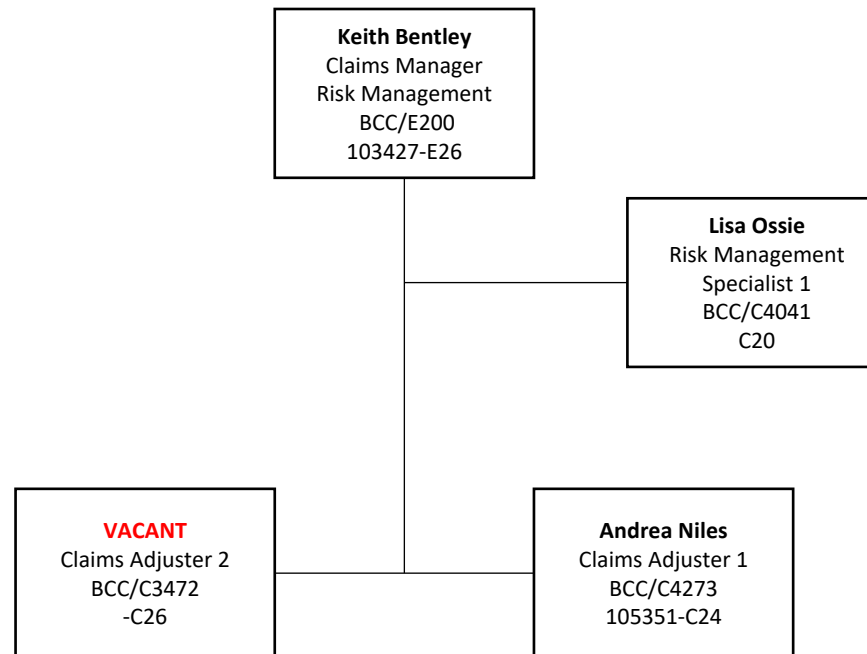


# DEPARTMENT OF ADMINISTRATIVE SERVICES

## RISK MANAGEMENT- SAFETY

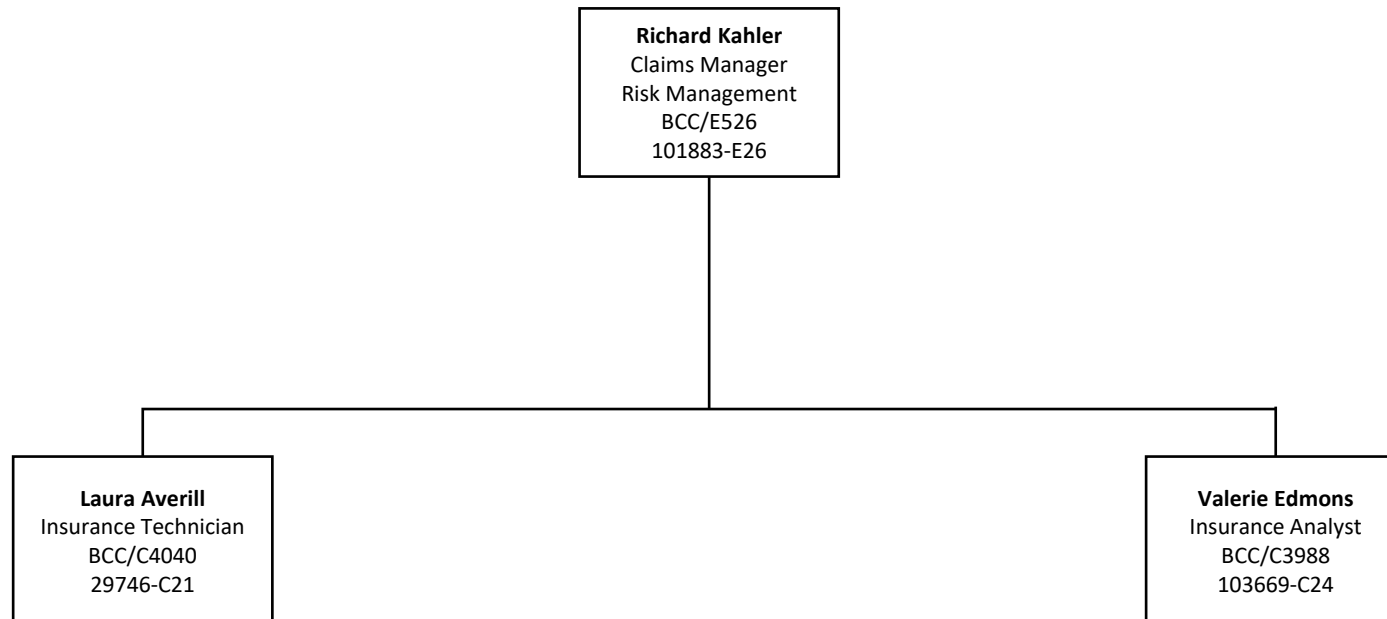


# DEPARTMENT OF ADMINISTRATIVE SERVICES RISK MANAGEMENT- CLAIMS

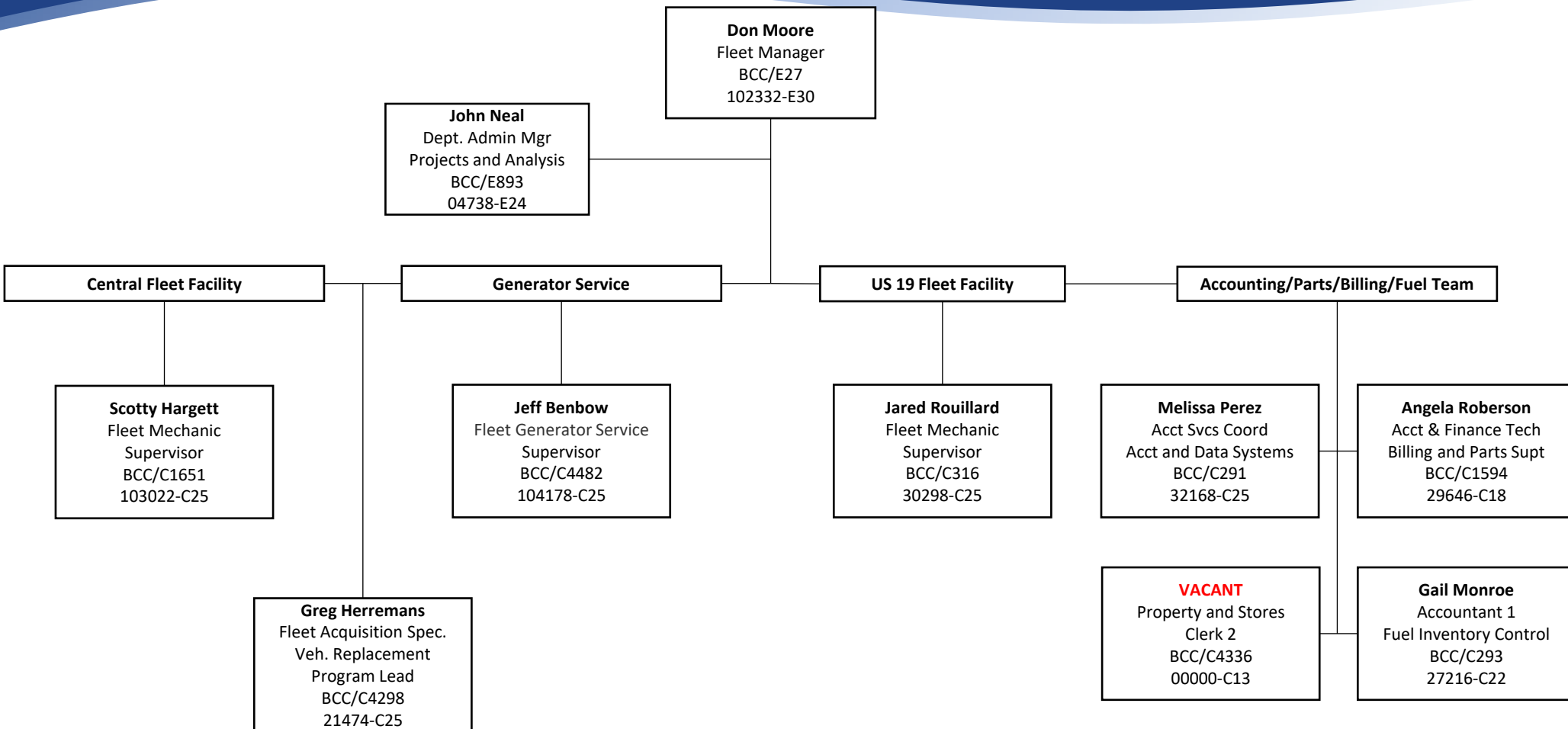




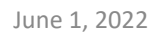
# DEPARTMENT OF ADMINISTRATIVE SERVICES RISK MANAGEMENT- INSURANCE



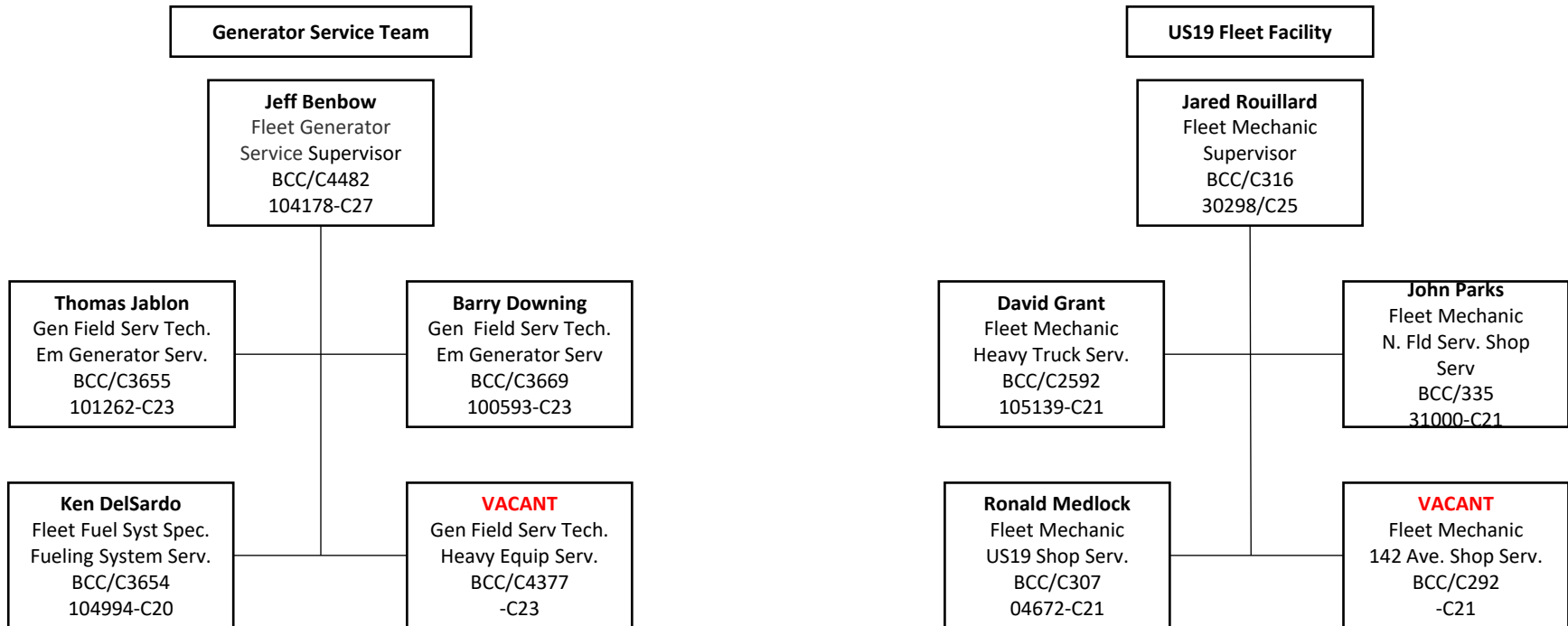
# DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET MANAGEMENT SERVICES



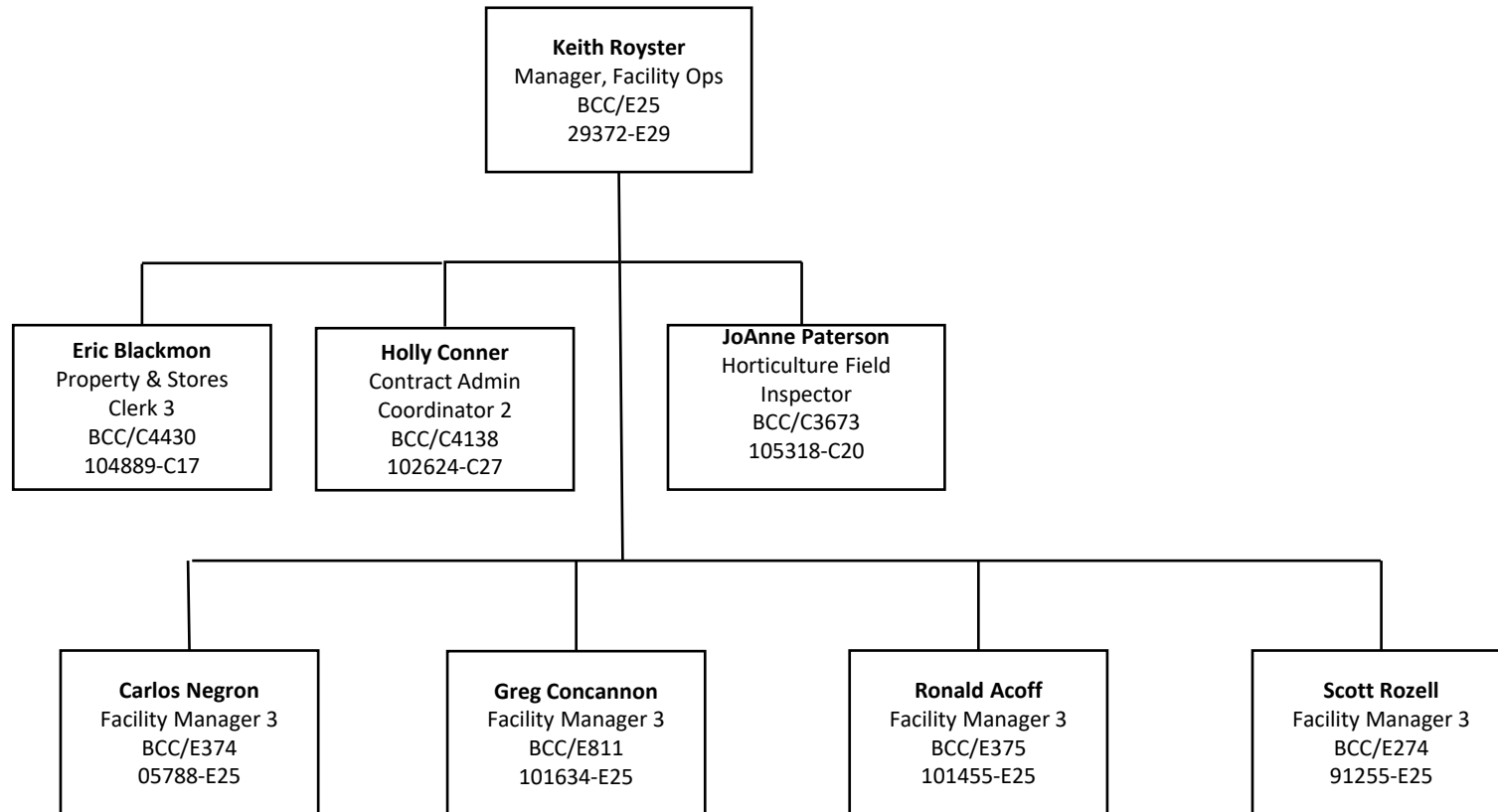
## The logo for Pinellas County, Florida, is located in the top right corner. It features the words "Pinellas County" in a white, sans-serif font. To the right of the text is a stylized graphic of a sun with a yellow center and red rays, partially obscured by a blue wave.



# DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET MANAGEMENT SERVICES

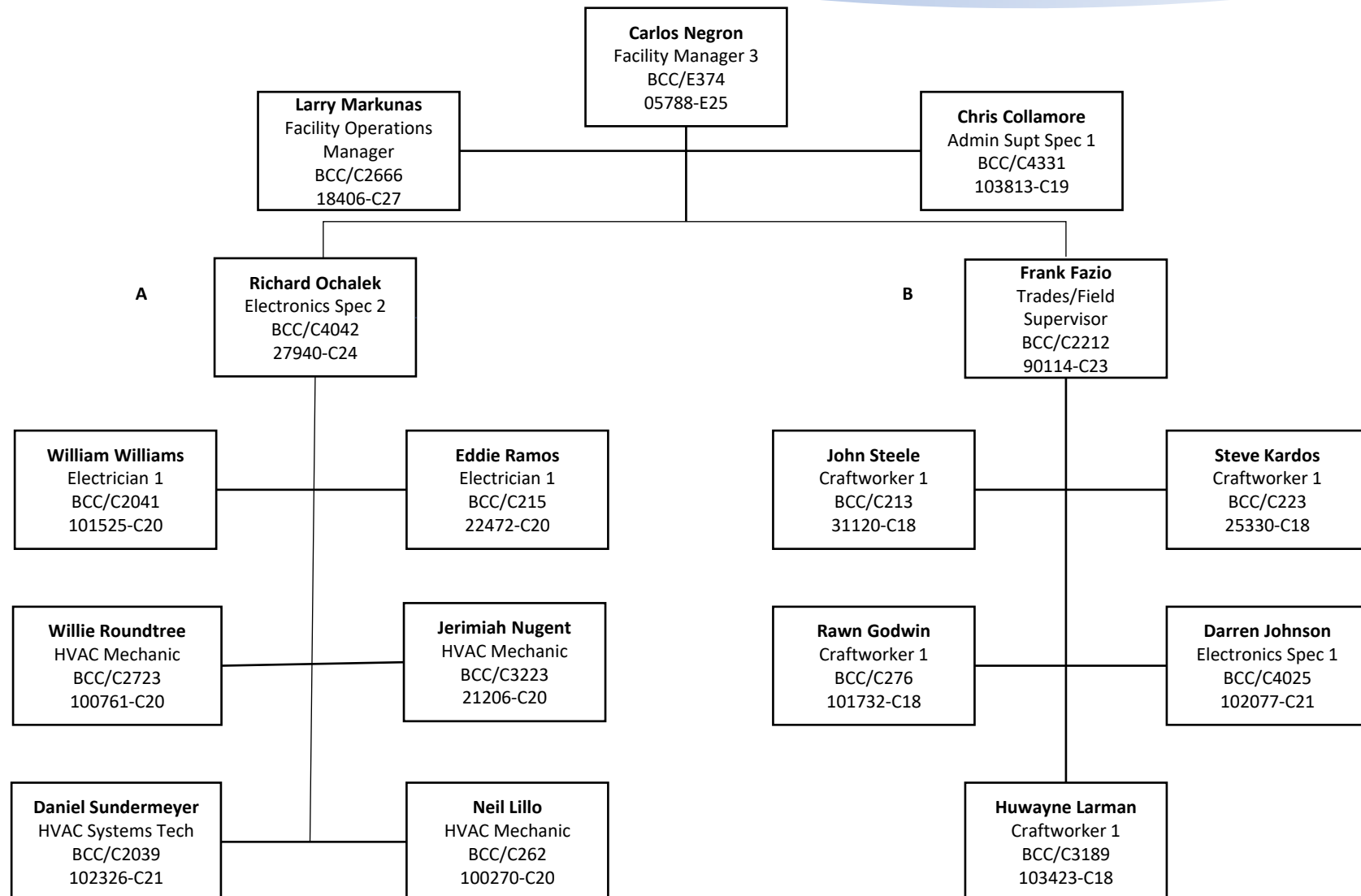


# FACILITIES AND REAL PROPERTY DIVISION FACILITY OPERATIONS



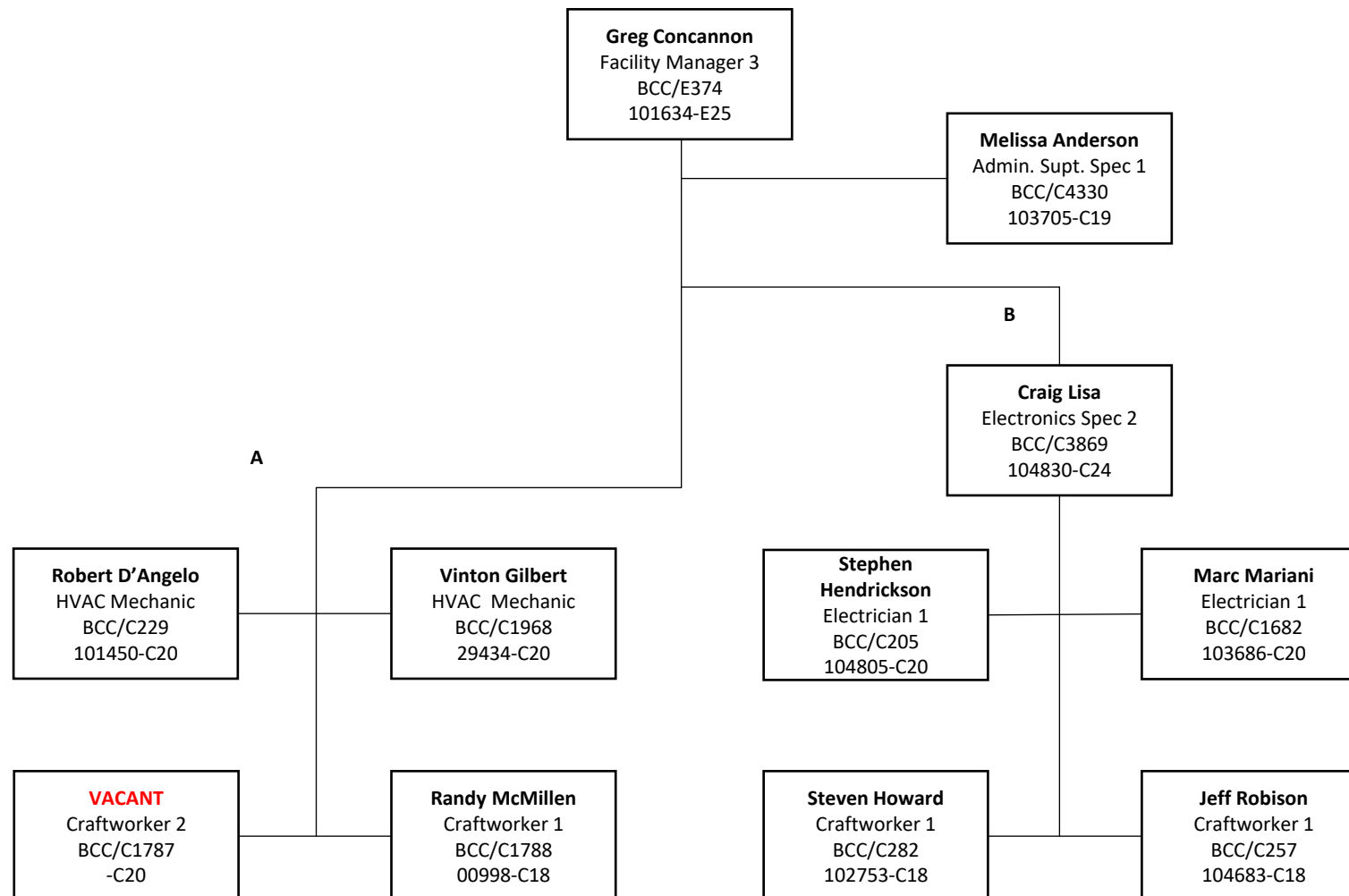
# FACILITIES AND REAL PROPERTY DIVISION

## FACILITY OPERATIONS – NORTHWEST NORTH



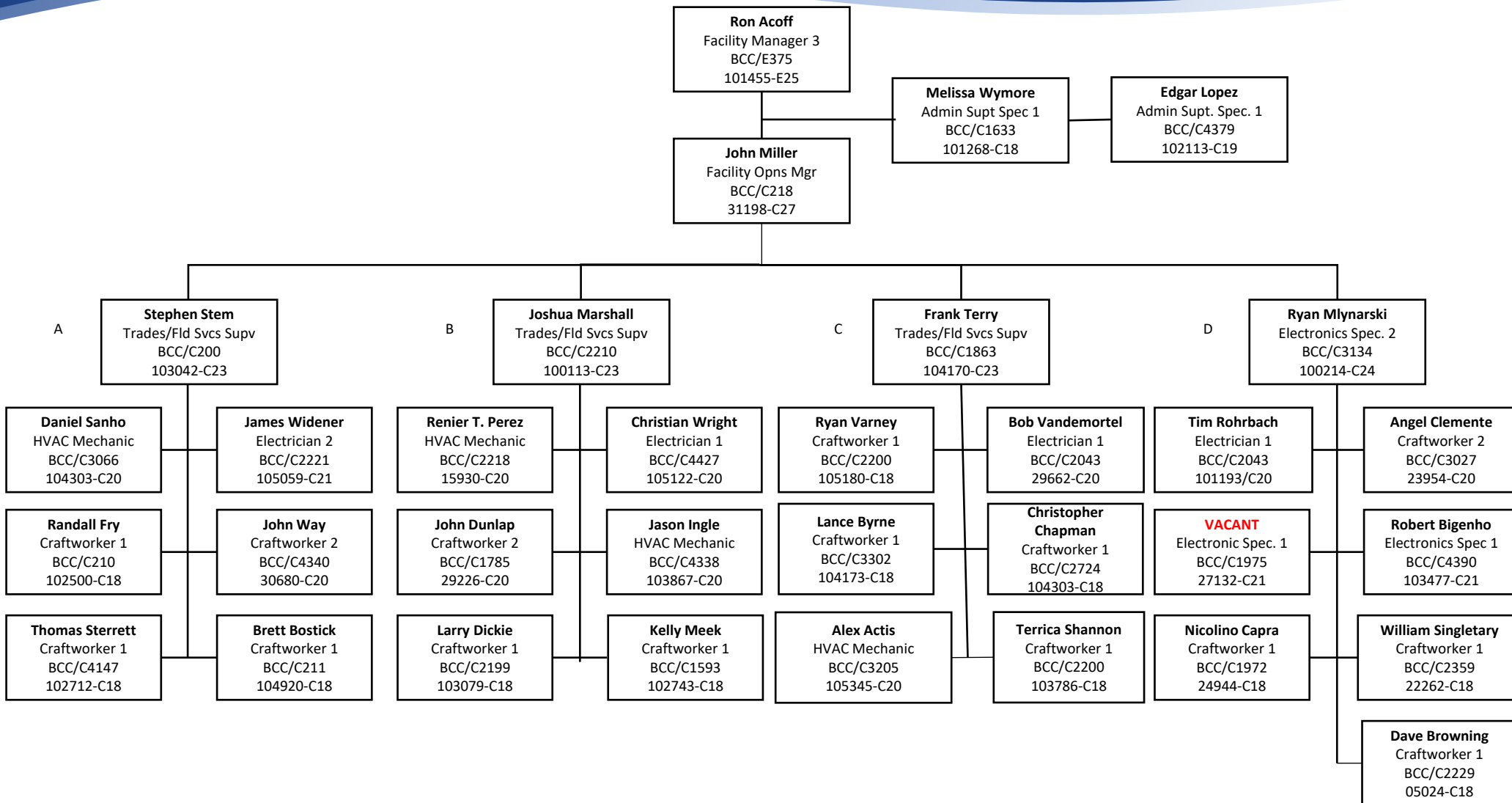
# FACILITIES AND REAL PROPERTY DIVISION

## FACILITY OPERATIONS – MID



# FACILITIES AND REAL PROPERTY DIVISION

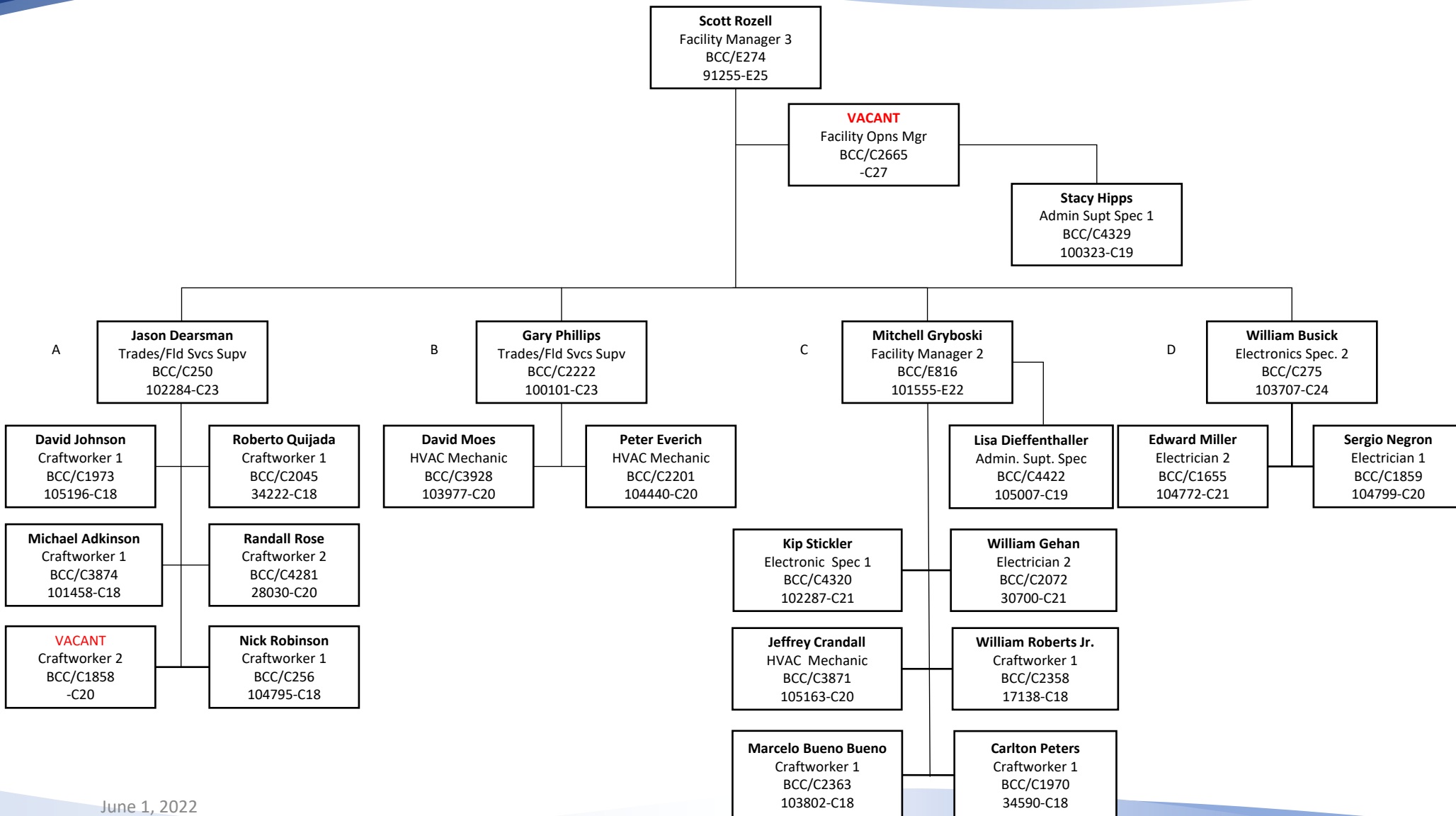
## FACILITY OPERATIONS - DETENTION





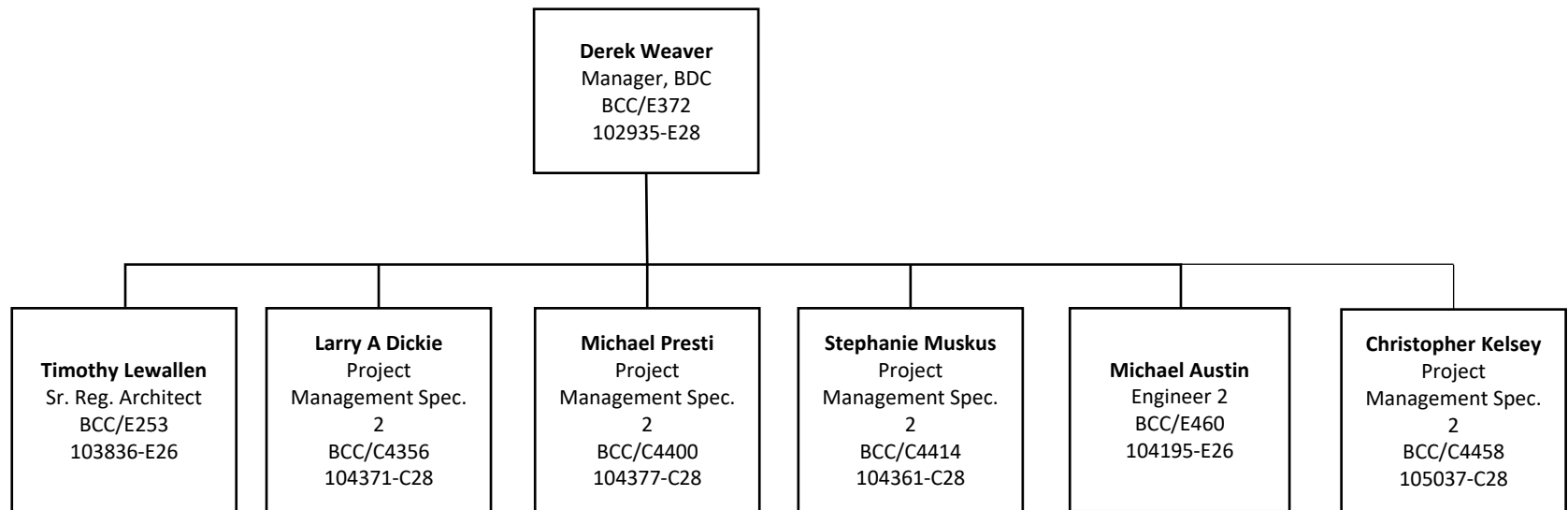
# FACILITIES AND REAL PROPERTY DIVISION

## FACILITY OPERATIONS - SOUTHEAST



June 1, 2022

# FACILITIES AND REAL PROPERTY DIVISION BUILDING DESIGN & CONSTRUCTION



Pinellas County  
Standard Detail  
Department: Administrative Services  
Version: County Admin Review

**Expenditures**

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	13,433,371	16,030,199	15,989,081	16,741,110	15,797,770	17,221,510	480,400	2.87%
Operating Expenses	32,293,132	43,919,901	45,730,006	47,404,210	48,124,272	51,314,190	3,909,980	8.25%
Capital Outlay	3,016,565	3,053,964	2,860,207	5,523,530	8,427,780	11,226,480	5,702,950	103.25%
Reserves	0	0	0	18,999,320	0	15,230,430	(3,768,890)	-19.84%
Expenditures Total	48,743,068	63,004,064	64,579,294	88,668,170	72,349,822	94,992,610	6,324,440	7.13%
	(48,743,068)	(63,004,064)	(64,579,294)	(88,668,170)	(72,349,822)	(94,992,610)	(6,324,440)	-7.13%

Pinellas County  
Standard Detail  
Fund: 0001 - General Fund  
Version: County Admin Review

**Expenditures**

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	11,324,049	11,934,551	12,265,528	12,911,890	12,213,840	13,246,520	334,630	2.59%
Operating Expenses	24,426,755	26,019,698	26,340,984	26,588,130	26,145,074	28,055,410	1,467,280	5.52%
Capital Outlay	363,594	718,834	479,989	563,200	484,800	365,000	(198,200)	-35.19%
Expenditures Total	36,114,398	38,673,083	39,086,501	40,063,220	38,843,714	41,666,930	1,603,710	4.00%
	(36,114,398)	(38,673,083)	(39,086,501)	(40,063,220)	(38,843,714)	(41,666,930)	(1,603,710)	-4.00%

Pinellas County  
Standard Detail  
Fund: 5002 - Fleet Management Fund  
Version: County Admin Review

**Expenditures**

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	2,109,322	2,319,306	2,433,909	2,607,440	2,425,950	2,770,970	163,530	6.27%
Operating Expenses	7,866,377	7,501,911	8,092,915	9,212,170	9,212,280	9,992,680	780,510	8.47%
Capital Outlay	2,652,971	2,332,373	2,380,218	4,960,330	7,942,980	10,861,480	5,901,150	118.97%
Reserves	0	0	0	18,999,320	0	15,230,430	(3,768,890)	-19.84%
Expenditures Total	12,628,670	12,153,590	12,907,041	35,779,260	19,581,210	38,855,560	3,076,300	8.60%
	(12,628,670)	(12,153,590)	(12,907,041)	(35,779,260)	(19,581,210)	(38,855,560)	(3,076,300)	-8.60%

Pinellas County  
Standard Detail  
Fund: 5005 - Risk Financing Fund  
Version: County Admin Review

Expenditures

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Personal Services	0	1,776,343	1,289,645	1,221,780	1,157,980	1,204,020	(17,760)	-1.45%
Operating Expenses	0	10,398,292	11,296,107	11,603,910	12,766,918	13,266,100	1,662,190	14.32%
Capital Outlay	0	2,756	0	0	0	0	0	0.00%
Expenditures Total	0	12,177,391	12,585,752	12,825,690	13,924,898	14,470,120	1,644,430	12.82%
	0	(12,177,391)	(12,585,752)	(12,825,690)	(13,924,898)	(14,470,120)	(1,644,430)	-12.82%

Pinellas County  
Standard Detail  
Fund: 0001 - General Fund  
Version: County Admin Review

**Revenues**

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Intergovernmental Revenue	0	10,979	43,747	0	0	0	0	0.00%
Charges for Services	201,077	207,215	186,119	187,800	161,940	164,760	(23,040)	-12.27%
Rents, Surplus and Refunds	594,737	1,190,801	1,159,529	1,067,480	1,230,030	1,168,380	100,900	9.45%
Revenues Total	795,814	1,408,995	1,389,395	1,255,280	1,391,970	1,333,140	77,860	6.20%

Pinellas County  
Standard Detail  
Fund: 5002 - Fleet Management Fund  
Version: County Admin Review

**Revenues**

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Charges for Services	15,167,353	15,217,530	14,753,165	16,286,120	16,356,440	16,899,410	613,290	3.77%
Rents, Surplus and Refunds	617,085	346,736	849,986	190,950	201,000	190,950	0	0.00%
Other Miscellaneous Revenues	275,439	254,602	229,841	311,740	328,142	243,100	(68,640)	-22.02%
Revenues Total	16,059,878	15,818,868	15,832,992	16,788,810	16,885,582	17,333,460	544,650	3.24%



Pinellas County  
Standard Detail  
Fund: 5005 - Risk Financing Fund  
Version: County Admin Review

**Revenues**

Major Object	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request	Budget to Budget Change	Budget to Budget % Change
Charges for Services	0	19,227,750	18,991,350	20,548,440	0	24,066,480	3,518,040	17.12%
Revenues Total	0	19,227,750	18,991,350	20,548,440	0	24,066,480	3,518,040	17.12%

# User Fees

## FY23 User Fee Schedule for Administrative Services

Facilities and Real Property	FY23 Adopted
<b>I. Rental - Gallery at the Pinewood Cultural Park</b>  I-A-1. Weekdays during normal business hours (8:00 AM-5:00 PM) I-A-2. Weekdays after 5:00 PM and weekends	  \$140.00/day \$200.00/day