

OFFICE OF CENTRAL SERVICES - 131

MISSION AND SERVICES

Mission - The Office of Central Services provides facilities management, real property management, fleet management, inventory, reproduction and mail services, procurement and supplier development and diversity services to facilitate the delivery of quality goods and services.

Core Services -

- Facilities management
- Reproduction and mail services
- Real property management
- Procurement
- Fleet management
- Local, small, minority and disadvantaged business services
- Inventory management

Strategic Focus in FY 2019 -

The agency's top priorities in FY 2019 are:

- Increase the percent of buildings classified as being in "good condition"
- Increase the number of County-based certified and registered businesses. Maintain the percentage of contract dollars awarded to minority businesses at or above 30% and maintain the percentage of contract dollars awarded to County-based businesses at or above 40%
- Increase vehicle availability to support Public Safety and general County needs

FY 2019 BUDGET SUMMARY

The FY 2019 approved budget for the Office of Central Services is \$35,644,700, a decrease of \$7,542,000 or 17.5% under the FY 2018 approved budget.

GENERAL FUNDS

The FY 2019 approved General Fund budget for the Office of Central Services is \$21,006,300, an increase of \$408,700 or 2.0% over the FY 2018 approved budget.

Budgetary Changes -

FY 2018 APPROVED BUDGET	\$20,597,600
Increase Cost: Operating - Increase in operating contracts to support agency operations, mileage reimbursement and equipment lease costs	\$207,300
Increase Cost: Compensation - Mandated Salary Requirements - Removal of personal service contract for project manager and partially offset by attrition and lapse	\$140,700
Increase Cost: Operating - Reflect the change in the office automation methodology based on the number of funded positions	\$116,600
Increase Cost: Fringe Benefits - Increase in the fringe benefit rate from 33.3% to 34.9% and compensation adjustments	\$65,100
Decrease Cost: Operating - Decrease in operating vehicle equipment repair and maintenance to align with fleet charge	(\$46,800)
Decrease Cost: Recovery Increase - Increase in recoveries to reflect actual expenditures	(\$74,200)
FY 2019 APPROVED BUDGET	\$21,006,300

INTERNAL SERVICE FUNDS

The FY 2019 approved budget for the Fleet Management Internal Service Fund is \$13,191,900, a decrease of \$1,173,300 or 8.2% under the FY 2018 approved budget.

Budgetary Changes -

FY 2018 APPROVED BUDGET	\$14,365,200
Increase Cost: Operating - Increase in vehicle equipment repair and maintenance due to type of vehicles	\$33,100
Increase Cost: Operating - Increase to reflect the change in the office automation methodology based on the number of funded positions	\$27,900
Increase Cost: Compensation - Mandated Salary Requirements - Offset by attrition and lapse	(\$115,700)
Decrease Cost: Capital Outlay - Decrease cost for Green Fleet purchase expense. The green fleet vehicles will be included in the countywide vehicle financing plan; offset by increased cost to support vehicle replacement	(\$150,000)
Decrease Cost: Fringe Benefits - Decrease in the fringe benefit rate from 65.8% to 60.0%	(\$338,600)
Decrease Cost: Removal of One-Time Cost - Operating - Parking lot purchase	(\$630,000)
FY 2019 APPROVED BUDGET	\$13,191,900

SPECIAL REVENUE FUNDS

The FY 2019 approved budget for the Property Management Special Revenue Fund is \$600,000, an increase of \$191,100 or 46.7% over the FY 2018 approved budget.

Budgetary Changes -

FY 2018 APPROVED BUDGET	\$408,900
Increase Cost: Operating - Increase in operating expenses for operating contract services for title abstracts, title insurance, surveys and appraisals.	\$191,100
FY 2019 APPROVED BUDGET	\$600,000

The FY 2019 approved budget for the Collington Center Special Revenue Fund is \$5,000. FY 2019 funding remains unchanged from FY 2018 approved budget.

GRANT FUNDS

The FY 2019 approved grant budget for the Office of Central Services is \$841,500, a decrease of \$6,968,500 or 89.2% under the FY 2018 approved budget.

Budgetary Changes -

FY 2018 APPROVED BUDGET	\$7,810,000
Remove: Prior Year Appropriation - Energy Star Commercial and Green Leasing Program	(\$3,160,400)
Remove: Prior Year Appropriation - Transforming Neighborhoods Initiative (TNI) Clean Energy Program	(\$3,808,100)
FY 2019 APPROVED BUDGET	\$841,500

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide assistance to County-based and minority businesses in order to increase supplier diversity, build capacity and foster economic development.

Objective 1.1 - Increase the number and capacity of certified County-based, County-located and certified minority businesses.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
2,095	1,464	1,600	1,575	1,985	↔

Trend and Analysis

The Supplier Diversity and Development Division (SDDD) is on target to increase the number of businesses certified. County Council legislation, Jobs and Opportunity Act of 2016 and the pending legislation, CB115, are designed to increase the number of County Based Minority Business Enterprise and County Based Small Business suppliers who register and become certified. SDDD plans to make inroads under its advocacy, outreach, education and training initiatives. Recruitment activity will increase along with stakeholder partner meetings. The application process will be reviewed periodically to ensure efficiency, including but not limited to streamlining the overall process.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of total SDDD staff	8	8	14	8	9
Number of SDDD business analysts	3	3	3	2	3
Workload, Demand and Production (output)					
Number of minority business recertifications	969	761	770	875	900
Number of County-based business certification applications	210	237	206	300	360
Number of site visits to potential County-based businesses	75	56	41	75	75
Number of certified County-based and minority business applications and recertifications per business analyst	393	333	325	588	420
Quality					
Percent of minority business certified within five business days (includes new applications and recertifications)	100%	100%	100%	100%	100%
Percent of County-based certifications completed within 90 days	100%	100%	100%	100%	100%
Impact (outcome)					
Total number of certified and registered minority businesses (cumulative)	969	912	950	1,000	1,200
Total number of certified County-based businesses (cumulative)	411	552	600	650	715
Total number of County-Located Businesses (cumulative)			50	60	60
Total number of certified County-based, County-located and certified minority businesses (cumulative)	1,380	1,464	1,600	1,575	1,985

Objective 1.2 - Maintain the percentage of contract dollars awarded to diverse suppliers as outlined in the Jobs First Act at or above 30%.

FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
31%	30%	30%	27%	32%	↔

Trend and Analysis

Contract Administration and Procurement (CAP) plans to increase the percentage of contract dollars awarded to diverse suppliers as outlined in the Jobs First Act over the next five years. CAP intends to accomplish this through working responsibly and maintaining timelines to ensure we maintain valid contracts and to work toward a goal of reducing the formal solicitation process time by 10%. CAP also plans to implement a practice to reduce the number of riders and extended contracts in order to promote more competition for minority and County-based businesses. CAP will collaborate with SDDD through active strategic sourcing to identify qualified vendors to participate in procurement opportunities and to identify opportunities early in the procurement process as well as set mandatory subcontractor requirements and the unbundling of work in contracts which will allow for greater participation of MBE vendors.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of procurement staff	14	14	14	18	19
Workload, Demand and Production (output)					
Total number of certified County-based businesses	411	552	600	650	715
Total number of certified minority businesses	969	912	950	1,000	1,200
Total number of certified County-located businesses	411	552	600	650	715
Total percentage of contracts in compliance with prevailing wage [New]				72%	80%
Total percentage of contracts meeting 40% County-based subcontracting		14%	30%	75%	80%
Total percent of contracts meeting 30% MBE subcontracting requirements		5%	40%	15%	20%
Total number of restricted contracts	4	4	20	18	24
Efficiency					
Number of contracts awarded per procurement staff member	5	4	17	19	21
Impact (outcome)					
Percent of the County's procurement dollars awarded to minority businesses	30%	30%	30%	27%	32%
Amount of County's procurement dollars awarded to minority businesses (\$ millions)	\$83.5	\$85.0	\$10.4	\$13.6	\$16.0
Percent of the County's procurement dollars awarded to County-based businesses		40%	38%	38%	42%
Amount of County's procurement dollars awarded to County-based businesses (\$ millions)		\$113.1	\$13.1	\$13.2	\$13.8

Objective 1.3 - Maintain the percentage of contract dollars awarded to County-based businesses at or above 40%.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
41%		40%	40%	40%	↔

Trend and Analysis

Please see Objective 1.2 above

Performance Measures

Please see Objective 1.2 above

GOAL 2 - To provide facilities management services at County-owned facilities to all users in order to achieve safe, well-maintained facilities and support daily operations.

Objective 2.1 - Increase the percentage of buildings classified as being in "good condition."					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
60%	55%	60%	60%	60%	↔

Trend and Analysis

The Facilities Operation and Management Division has made some improvements in some of the buildings in the portfolio. Major building funds were utilized to address some serious issues with failing equipment.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of maintenance staff available to respond to work requests	37	36	37	42	48
Workload, Demand and Production (output)					
Number of pieces of equipment to maintain	1,703	1,942	1,942	1,946	1,960
Number of preventive maintenance tasks to be completed	6,574	6,128	5,987	7,000	7,250
Number of preventive maintenance tasks completed	2,287	3,914	1,934	3,500	3,500
Number of building square feet maintained	4,161,360	4,734,956	4,734,956	4,734,956	4,734,956
Number of work order requests	7,066	5,590	5,577	5,500	6,000
Number of work orders completed	3,053	3,300	3,191	4,000	4,500
Number of County-owned buildings	92	93	93	93	93
Number of repairs requested in the correctional facility	2,178	2,021	5,803	3,500	3,750
Number of repairs completed in the correctional facility	1,019	1,543	1,690	1,750	2,000
Efficiency					
Average number of work order requests per staff member	191	155	151	131	125
Average number of square footage per maintenance staff	112,469	131,527	127,972	112,737	98,645
Quality					
Percent of preventive maintenance tasks completed within one month	39%	64%	60%	60%	60%
Percent of work orders completed within ten days	42%	56%	60%	60%	60%
Impact (outcome)					
Percent of County-owned buildings in good condition	55%	55%	60%	60%	60%

GOAL 3 - To provide fleet management services to County agencies and municipalities in order to support the County's transportation needs.

Objective 3.1 - Increase the percentage of vehicles that are available.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
96.5%	91.2%	91.2%	92.5%	93.5%	↑

Trend and Analysis

Fleet availability is expected to trend upwards over the next few years. This is expected to improve as the result of the five-year fleet replacement initiative that is currently under way. The increase in newer, more efficient vehicles should pay off in the out years by improving fleet availability and decreasing maintenance costs.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of mechanics	36	33	33	35	40
Workload, Demand and Production (output)					
Number of County vehicles	3,406	3,504	3,361	3,250	3,300
Number of work orders for County vehicles	13,679	12,710	13,021	13,060	15,520
Number of police vehicles fitted with police equipment by the County	36	130	130	143	125
Number of vehicles required replacement due to an accident	46	37	37	44	35
Number of vehicles taken out of service (retired, destroyed, etc.)	172	152	152	350	250
Efficiency					
Average number of work orders per mechanic	380.0	385.2	394.6	373.1	388.0
Average number of vehicles per mechanic	94.6	106.2	101.8	92.9	82.5
Average number of direct labor hours per mechanic	1,344	1,356	1,356	1,293	1,350
Quality					
Percent of customer surveys that were favorable	100%	98%	98%	97%	99%
Number of repairs repeated	51	83	83	66	60
Impact (outcome)					
Percent of County vehicles that are available and operable	92.3%	91.2%	91.2%	92.5%	93.5%

GOAL 4 - To provide inventory management to all County agencies in order to account for all County assets.

Objective 4.1 - Increase the percentage of capital assets recorded in the County's inventory.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
85%	80%	80%	80%	80%	↔

Trend and Analysis

The General Services Division has completed the FY 2017 annual verification of Capital Assets for all agencies. Beginning with June 2018, the Capital Assets Unit will return to a biennial approach to verification of assets. The Division is now producing monthly inventory reports within SAP and each agency is submitting a quarterly inventory report as required.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of staff accounting for public safety inventory items	4	4	4	4	4
Number of staff accounting for fixed capital assets inventory	1	1	1	2	2
Workload, Demand and Production (output)					
Number of agencies verifying fixed capital assets quarterly	7	28	7	7	8
Efficiency					
Average number of public safety inventory items per staff member	35	38	29	30	30
Quality					
Average number of days to auction surplus vehicles	11	20	20	22	22
Impact (outcome)					
Percent of fixed capital assets that are in both the County's inventory and audit	82%	80%	80%	80%	80%

GOAL 5 - To provide reproduction and mail services to County agencies and citizens in order to support the County's primary operating needs.

Objective 5.1 - Increase the percentage of mail delivered to the correct agency in 24 hours.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
99.5%	99.0%	99.0%	98.5%	100%	↔

Trend and Analysis

Through the use of the Smart Track System, the County Mail Center continues to meet the challenges of timely deliveries and tracking of overnight mail. The system allows the mailroom to document receipt and delivery of all overnight mail within 24 hours of receipt.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of staff processing mail items	3	3	3	3	4
Workload, Demand and Production (output)					
Number of pieces of overnight mail processed	17,817	18,886	17,704	18,886	18,886
Efficiency					
Average pieces of overnight mail processed per staff person	5,939.0	6,295.3	5,901.3	6,295.3	4,721.5
Quality					
Percentage of overnight mail not delivered within 24 hours	0.0%	1.0%	1.0%	1.0%	0.0%
Impact (outcome)					
Percentage of mail delivered to correct agency in 24 hours	100.0%	99.0%	99.0%	98.5%	100.0%

GOAL 6 - To provide real property management to the County in order to ensure efficient and effective use of office space and land.

Objective 6.1 - Transfer of County-owned surplus real property back to public ownership.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
\$700,000	\$135,000	\$975,348	\$400,000	\$600,000	↔

Trend and Analysis

In FY 2017, the sale of County owned surplus property generated approximately \$1 million in revenue. These sales transfer properties back to the tax role and increase the economic base of the County. The division intends to proactively identify and market properties to be declared surplus as well as draft legislation more frequently resulting in an increased economic growth and engagement of citizens.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of staff lease reviewers and negotiators	1	1	2	3	4
Workload, Demand and Production (output)					
Number of leases executed	1	6	12	14	14
Number of terminated leases	0	2	1	0	0
Percentage of County office space that is leased	11%	8%	9%	9%	9%
Number of properties sold	10	5	24	25	35
Percentage of County office space that is leased			9%	9%	9%
Efficiency					
Average number of contracts drafted and reviewed per staff	10	5	18	20	25
Quality					
Number of customer specifications included in negotiated leases	12	12	12	12	12
Percentage of aggregate amount of County surplus properties sold out of total surplus inventory	16%	100%	33%	35%	60%
Impact (outcome)					
Average cost per square foot of leased County office space	\$18.10	\$17.81	\$17.81	\$16.48	\$16.50
Total revenue generated from properties sold	\$309,425	\$135,000	\$975,348	\$400,000	\$600,000

Objective 6.2 - Acquire buildings and land for critical government operations while reducing the average cost per square foot of leased County office space.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
\$16.00	\$17.81	\$17.81	\$16.48	\$16.50	↓

Trend and Analysis

As more agencies transfer into County owned buildings, the County’s overall lease cost per square footage will continue to decrease offsetting the lease escalation amounts. The addition of lease management software will assist the division in enforcing the terms and condition of the leases where the County serves as the landlord and assist the division with reporting, monitoring and forecasting where the County serves as the tenant.

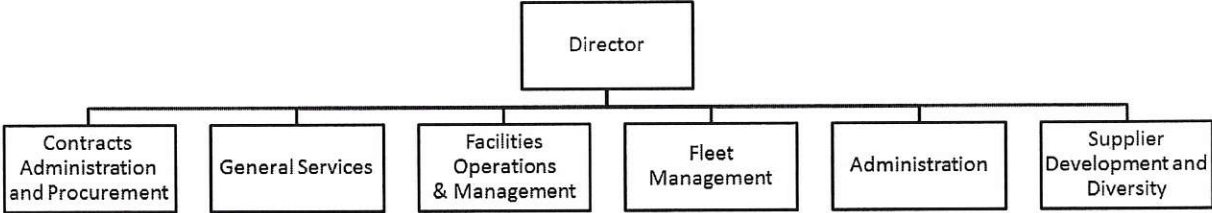
Performance Measures

Please see Objective 6.1 above

FY 2018 KEY ACCOMPLISHMENTS

- Increased average fleet fuel economy from baseline year 2015 by 5% while decreasing average vehicle emissions by 15% over the same period.
- Placed over \$200,000 under contract for surplus properties to be sold in FY 2018.
- Managed approximately \$6.4 million in lease payments to landlords.
- In coordination with the Department of Social Services, assisted in the design and publication of more than 150,000 brochures in support of the Domestic Violence Prevention.

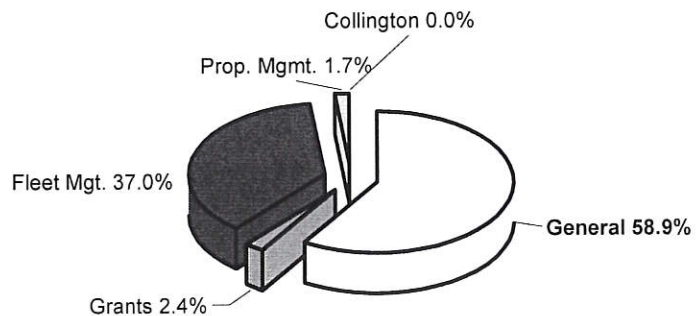
ORGANIZATIONAL CHART



	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
TOTAL EXPENDITURES	\$ 29,348,051	\$ 43,186,700	\$ 43,059,400	\$ 35,644,700	-17.5%
EXPENDITURE DETAIL					
Office Of The Director	2,457,041	3,280,500	3,930,100	3,704,700	12.9%
Facilities Operations And Management	11,425,425	12,671,200	11,930,200	13,039,100	2.9%
Contract Administration & Procurement	1,661,563	1,824,600	1,761,100	2,145,400	17.6%
General Services	2,331,229	2,600,700	2,500,300	2,591,200	-0.4%
Supplier Development And Diversity	1,012,987	2,022,300	631,700	1,401,800	-30.7%
Grants	106,451	7,810,000	10,558,100	841,500	-89.2%
Fleet Management Fund	11,192,036	14,365,200	12,861,400	13,191,900	-8.2%
Property Management Services Fund	195,405	408,900	408,900	600,000	46.7%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
Recoveries	(1,039,086)	(1,801,700)	(1,527,400)	(1,875,900)	4.1%
TOTAL	\$ 29,348,051	\$ 43,186,700	\$ 43,059,400	\$ 35,644,700	-17.5%
SOURCES OF FUNDS					
General Fund	\$ 17,849,159	\$ 20,597,600	\$ 19,226,000	\$ 21,006,300	2%
Other County Operating Funds:					
Grants	106,451	7,810,000	10,558,100	841,500	-89.2%
Fleet Management Fund	11,192,036	14,365,200	12,861,400	13,191,900	-8.2%
Property Management Services Fund	195,405	408,900	408,900	600,000	46.7%
Collington Center Fund	5,000	5,000	5,000	5,000	0%
TOTAL	\$ 29,348,051	\$ 43,186,700	\$ 43,059,400	\$ 35,644,700	-17.5%

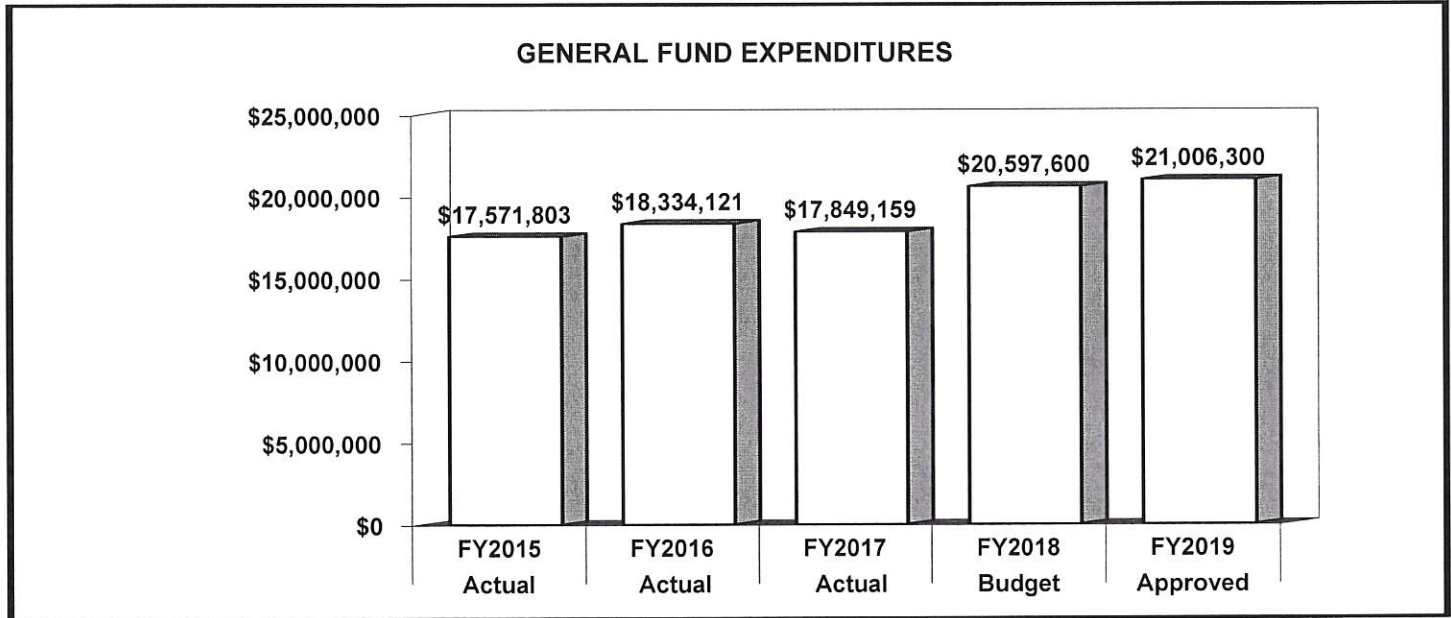
FY2019 SOURCES OF FUNDS

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

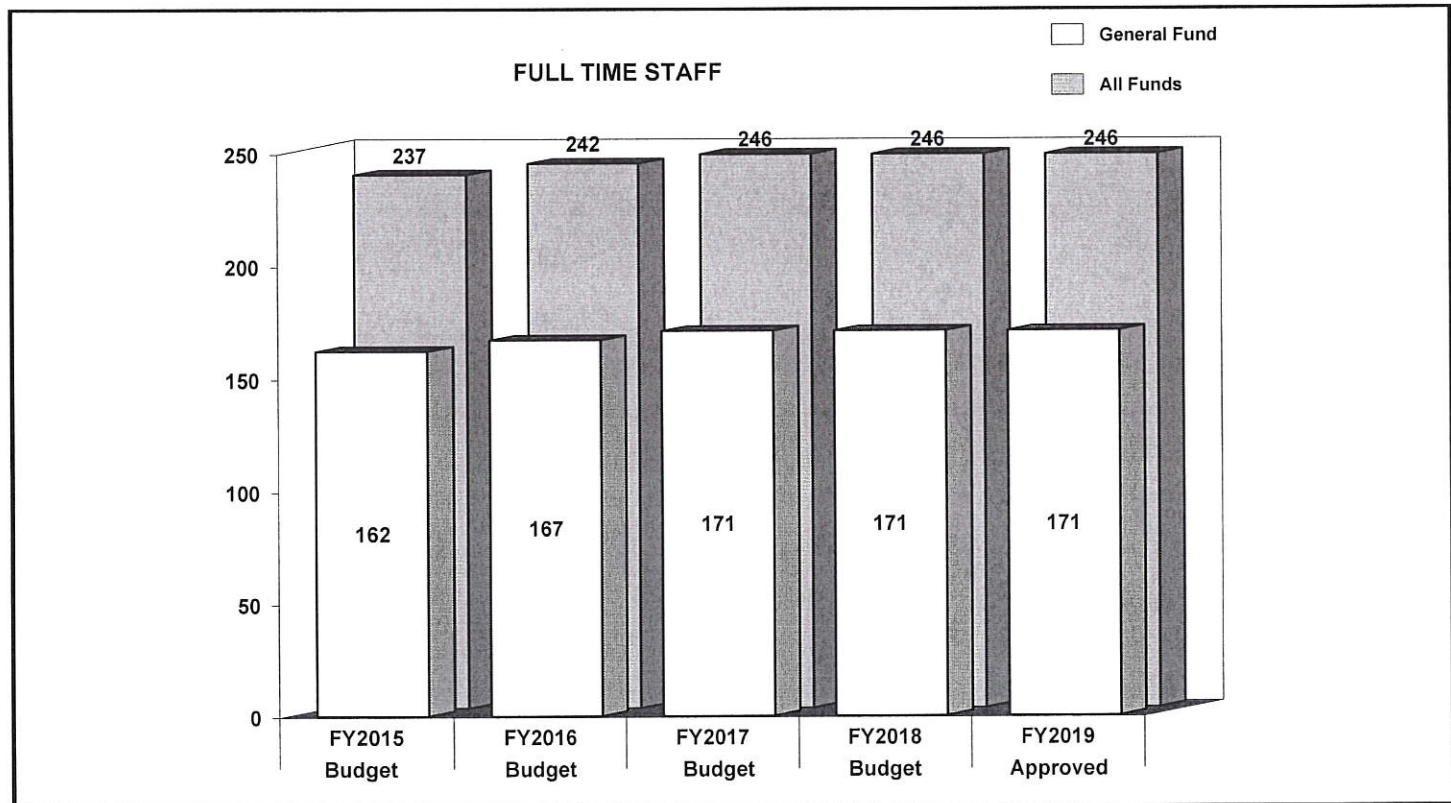


	FY2017 BUDGET	FY2018 BUDGET	FY2019 APPROVED	CHANGE FY18-FY19
GENERAL FUND STAFF				
Full Time - Civilian	171	171	171	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	75	75	75	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	6	6	0
TOTAL				
Full Time - Civilian	246	246	246	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	6	6	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Specialists	12	0	0
Administrative Assistants	13	0	2
Administrative Aides	19	0	1
Building Engineers	21	0	0
Plumbers	7	0	0
Carpenters	4	0	0
Electricians	4	0	0
Systems Analyst	1	0	0
Quality Assurance Analyst	7	0	3
Budget Analyst	2	0	0
Mechanics	52	0	0
Supervisors	15	0	0
Personnel Analyst	3	0	0
Executive Administrative Aide	1	0	0
Executive Director	1	0	0
Deputy Director	2	0	0
Director	1	0	0
Associate Director	1	0	0
Manager	8	0	0
Specialist	10	0	0
Custodians and Trade Helper	17	0	0
General Clerks/Printer	10	0	0
Other	28	0	0
Procurement Officer/Assistant	7	0	0
TOTAL	246	0	6



The agency's expenditures increased 1.6% from FY 2015 to FY 2017. This increase was primarily driven by additional facilities and the compliance unit costs. The FY 2019 approved budget is 2.0% over the FY 2018 budget due to operating expenses and salary requirements.



The agency's authorized General Fund staffing complement increased by nine positions from FY 2015 to FY 2018. This increase is the result of new staff needed for additional county owned facilities and the contract compliance unit. The FY 2019 staffing total remains unchanged from the FY 2018 level.

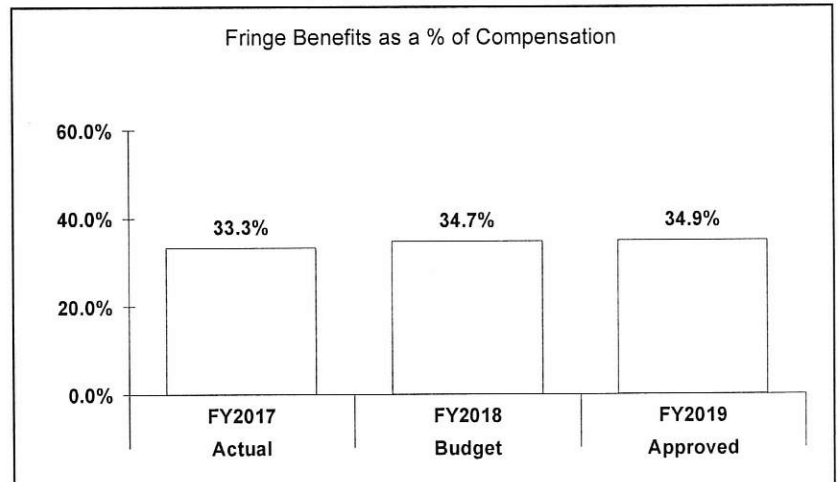
	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 8,345,148	\$ 9,989,400	\$ 9,289,400	\$ 10,130,100	1.4%
Fringe Benefits	2,775,919	3,470,100	3,223,400	3,535,200	1.9%
Operating Expenses	7,767,178	8,939,800	8,240,600	9,216,900	3.1%
Capital Outlay	0	0	0	0	0%
	\$ 18,888,245	\$ 22,399,300	\$ 20,753,400	\$ 22,882,200	2.2%
Recoveries	(1,039,086)	(1,801,700)	(1,527,400)	(1,875,900)	4.1%
TOTAL	\$ 17,849,159	\$ 20,597,600	\$ 19,226,000	\$ 21,006,300	2%
STAFF					
Full Time - Civilian	-	171	-	171	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2019, compensation expenditures increase 1.4% over the FY 2018 budget due to anticipated cost of living and merit adjustments. Compensation costs include funding for 162 of the 171 full-time employees. Fringe benefit expenditures increased 1.9% over the FY 2018 budget due to compensation adjustments and anticipated costs.

Operating expenditures increase 3.1% over the FY 2018 budget due an increase in office automation charges reflecting a change in the methodology based on the number of funded positions, mileage reimbursement, operating contract services and equipment lease costs.

Recoveries increase 4.1% over the FY 2018 budget to align with the anticipated recoverable costs for CIP projects.

MAJOR OPERATING EXPENDITURES FY2019	
Operational Contracts	\$ 5,631,900
Building Repair and Maintenance	\$ 1,321,500
Equipment Lease	\$ 757,000
Office Automation	\$ 603,900
Operating and Office Supplies	\$ 188,600



OFFICE OF THE DIRECTOR - 01

The Office of the Director manages agency operations, provides policy guidance and direction to the operating divisions. 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 as well as the sustainable energy program. The Compliance Unit reviews contract compliance and reporting requirements associated with the Jobs First Act of 2011 and the Jobs and Opportunity Act of 2016. The Compliance Unit establishes the annual Prevailing Wage Rates, monitor's Livable Wage Compliance, oversight of the Prevailing Wage Monitoring Contractors and the Compliance Manager serves as the Executive Director of the Wage Determination Board. The Compliance Unit was previously located in the Supplier Development and Diversity Division in prior fiscal years.

Division Summary:

In FY 2019, compensation expenditures increase 15% over the FY 2018 budget due to the move of the compliance unit from the Supplier Development and Diversity Division to the Office of the Director and anticipated cost of living and merit adjustments. Fringe benefit expenditures increase 15.2% over the FY 2018 budget to reflect anticipated expenses.

Operating expenses decrease 8.3% under FY 2018 due to change in the office automation methodology based on the number of funded positions.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 1,623,618	\$ 2,210,700	\$ 2,597,100	\$ 2,542,900	15%
Fringe Benefits	539,041	770,700	901,200	887,500	15.2%
Operating Expenses	294,382	299,100	431,800	274,300	-8.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,457,041	\$ 3,280,500	\$ 3,930,100	\$ 3,704,700	12.9%
Recoveries	(154,893)	(495,900)	(378,300)	(496,000)	0%
TOTAL	\$ 2,302,148	\$ 2,784,600	\$ 3,551,800	\$ 3,208,700	15.2%
STAFF					
Full Time - Civilian	-	27	-	33	22.2%
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, County-leased buildings and fire stations. This division is responsible for minor and major renovation projects, coordinating conference room scheduling and special project setup.

Division Summary:

In FY 2019, compensation expenditures decrease 0.2% under the FY 2018 budget due to staffing reorganizing from the Facilities Operations Division to the Contract Administration and Procurement division. Funding is allocated for anticipated cost of living and merit adjustments. Fringe benefit expenditures increase 0.3% over the FY 2018 due to compensation adjustments.

Operating expenses increase 5.6% over FY 2018 due to the change in the office automation methodology based on the number of funded positions and operational contracts.

Recoveries increase 3.8% over the FY 2018 budget due to alignment with anticipated recoveries from the CIP program.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 4,060,906	\$ 4,439,300	\$ 4,033,700	\$ 4,428,600	-0.2%
Fringe Benefits	1,353,550	1,540,500	1,399,700	1,545,300	0.3%
Operating Expenses	6,010,969	6,691,400	6,496,800	7,065,200	5.6%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 11,425,425	\$ 12,671,200	\$ 11,930,200	\$ 13,039,100	2.9%
Recoveries	(448,348)	(884,000)	(818,500)	(917,300)	3.8%
TOTAL	\$ 10,977,077	\$ 11,787,200	\$ 11,111,700	\$ 12,121,800	2.8%
STAFF					
Full Time - Civilian	-	89	-	86	-3.4%
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 the procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises activities.

Division Summary:

In FY 2019, compensation expenditures increase 19.4% over the FY 2018 budget due to staffing reorganizing from the Facilities Operations and Management Division and the General Services Division to the Contract Administration and Procurement Division and funding is provided for anticipated cost of living and merit adjustments for employees. Fringe benefit expenditures increase 20.1% over the FY 2018 budget to reflect anticipated expenses.

Operating expenses increase 6.8% over FY 2018 due to change in the office automation methodology based on the number of funded positions.

Recoveries increase 150.6% over the FY 2018 budget due to alignment to anticipated recoveries from the CIP program.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 1,022,261	\$ 1,143,700	\$ 1,108,500	\$ 1,365,600	19.4%
Fringe Benefits	339,391	396,900	384,600	476,600	20.1%
Operating Expenses	299,911	284,000	268,000	303,200	6.8%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,661,563	\$ 1,824,600	\$ 1,761,100	\$ 2,145,400	17.6%
Recoveries	(72,488)	(58,100)	(13,600)	(145,600)	150.6%
TOTAL	\$ 1,589,075	\$ 1,766,500	\$ 1,747,500	\$ 1,999,800	13.2%
STAFF					
Full Time - Civilian	-	16	-	20	25%
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 2019, compensation expenditures decrease 4.9% under the FY 2018 budget due to staffing reorganizing from the General Services Division to the Contract Administration and Procurement Division. Funding is included for anticipated cost of living and merit adjustments. Fringe benefit expenditures decrease 4.4% under the FY 2018 budget to reflect anticipated costs.

Operating expenses increase 8.7% over FY 2018 due to an increase in equipment lease.

Recoveries decrease 12.8% under the FY 2018 budget due to reduce cost for project recoveries.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 1,111,718	\$ 1,298,100	\$ 1,172,600	\$ 1,234,400	-4.9%
Fringe Benefits	369,091	450,500	406,900	430,800	-4.4%
Operating Expenses	850,420	852,100	920,800	926,000	8.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,331,229	\$ 2,600,700	\$ 2,500,300	\$ 2,591,200	-0.4%
Recoveries	(363,357)	(363,700)	(317,000)	(317,000)	-12.8%
TOTAL	\$ 1,967,872	\$ 2,237,000	\$ 2,183,300	\$ 2,274,200	1.7%
STAFF					
Full Time - Civilian	-	25	-	24	-4%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

SUPPLIER DEVELOPMENT AND DIVERSITY - 06

Supplier Development and Diversity Division is responsible for maximizing contract opportunities for Prince George's County registered Minority Business Enterprises and local businesses.

Division Summary:

In FY 2019, compensation expenditures decrease 37.8% under the FY 2018 budget due to Compliance Unit staffing reorganizing from the Supplier Development and Diversity Division to the Office of the Director Division and anticipated cost of living and merit adjustments for employees. Fringe benefit expenditures decrease 37.4% under the FY 2018 budget due to a staff reorganization.

Operating expenses decrease 20.3% under the FY 2018 budget to align operating contracts to historical spending.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 526,645	\$ 897,600	\$ 377,500	\$ 558,600	-37.8%
Fringe Benefits	174,846	311,500	131,000	195,000	-37.4%
Operating Expenses	311,496	813,200	123,200	648,200	-20.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,012,987	\$ 2,022,300	\$ 631,700	\$ 1,401,800	-30.7%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,012,987	\$ 2,022,300	\$ 631,700	\$ 1,401,800	-30.7%
STAFF					
Full Time - Civilian	-	14	-	8	-42.9%
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 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 through an Internal Service Fund. 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.

Fund Summary:

In FY 2019, compensation expenditures decrease 2.5% under the FY 2018 budget due to anticipated cost of living and merit adjustments and is offset by lapse and attrition. Fringe benefit expenditures decrease 11.1% under the FY 2018 budget due to compensation adjustments and a change in the fringe benefit rate.

Operating expenses decrease 9.2% under the FY 2018 budget due to the removal of the one-time expense to purchase parking lot.

Capital Outlay expenditures decrease 32.6% under the FY 2018 budget due to the removal of green fleet purchase and a reduction in vehicle replacement cost. The green fleet vehicles will be included in the countywide vehicle financing plan.

The FY 2017 actual beginning and ending balances for the Fleet Management Internal Service Fund have been adjusted to reflect a change in the financial reporting of pension liability. This adjustment aligns to the FY 2017 County CAFR.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 3,846,781	\$ 4,641,600	\$ 3,873,300	\$ 4,525,900	-2.5%
Fringe Benefits	2,263,726	3,054,200	2,548,600	2,715,600	-11.1%
Operating Expenses	5,081,529	6,209,400	5,979,500	5,640,400	-9.2%
Capital Outlay	0	460,000	460,000	310,000	-32.6%
Sub-Total	\$ 11,192,036	\$ 14,365,200	\$ 12,861,400	\$ 13,191,900	-8.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 11,192,036	\$ 14,365,200	\$ 12,861,400	\$ 13,191,900	-8.2%
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

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
BEGINNING FUND BALANCE	\$ 6,838,819	\$ 9,653,702	\$ 8,773,482	\$ 6,919,882	-28.3%
REVENUES					
Vehicle Charges	\$ 12,569,028	\$ 12,451,300	\$ 10,790,800	\$ 12,806,900	2.9%
Warranty Recoveries	0	12,000	12,000	12,000	0%
Miscellaneous	12,121	25,000	25,000	25,000	0%
Fuel Tax Refund	388,372	10,000	10,000	10,000	0%
Motor Pool	157,178	170,000	170,000	170,000	0%
Appropriated Fund Balance	0	1,696,900	1,853,600	168,000	-90.1%
TOTAL REVENUES	\$ 13,126,699	\$ 14,365,200	\$ 12,861,400	\$ 13,191,900	-8.2%
EXPENDITURES					
Compensation	\$ 3,846,781	\$ 4,641,600	\$ 3,873,300	\$ 4,525,900	-2.5%
Fringe Benefits	2,263,726	3,054,200	2,548,600	2,715,600	-11.1%
Operating Expense	5,081,529	5,579,400	5,349,500	5,640,400	1.1%
Capital Outlay - Heavy Equip.	0	460,000	460,000	310,000	-32.6%
Operating Expenses - Purchase parking lot	0	630,000	630,000	0	-100%
TOTAL EXPENDITURES	\$ 11,192,036	\$ 14,365,200	\$ 12,861,400	\$ 13,191,900	-8.2%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 1,934,663	\$ 0	\$ 0	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (1,696,900)	\$ (1,853,600)	\$ (168,000)	-90.1%
ENDING FUND BALANCE	\$ 8,773,482	\$ 7,956,802	\$ 6,919,882	\$ 6,751,882	-15.1%

PROPERTY MANAGEMENT SERVICES FUND

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

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	195,405	408,900	408,900	600,000	46.7%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 195,405	\$ 408,900	\$ 408,900	\$ 600,000	46.7%
Recoveries	0	0	0	0	0%
TOTAL	\$ 195,405	\$ 408,900	\$ 408,900	\$ 600,000	46.7%

Property Management Special Revenue Fund - SR47

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
BEGINNING FUND BALANCE	\$ 554,040	\$ 2,214,340	\$ 1,315,441	\$ 1,406,541	-36.5%
REVENUES					
Sale of Property	\$ 956,806	\$ 200,000	\$ 500,000	\$ 600,000	200%
Interest and Dividends	0	0	0	0	0%
Appropriated Fund Balance	0	208,900	0	0	-100%
TOTAL REVENUES	\$ 956,806	\$ 408,900	\$ 500,000	\$ 600,000	46.7%
EXPENDITURES					
Operating Expenses	\$ 195,405	\$ 408,900	\$ 408,900	\$ 600,000	46.7%
TOTAL EXPENDITURES	\$ 195,405	\$ 408,900	\$ 408,900	\$ 600,000	46.7%
EXCESS OF REVENUES OVER EXPENDITURES	\$ 761,401	\$ 0	\$ 91,100	\$ 0	0%
OTHER ADJUSTMENTS	\$ 0	\$ (208,900)	\$ 0	\$ 0	-100%
ENDING FUND BALANCE	\$ 1,315,441	\$ 2,005,440	\$ 1,406,541	\$ 1,406,541	-29.9%

COLLINGTON CENTER FUND

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

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
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 - SR48

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
BEGINNING FUND BALANCE	\$ 162,974	\$ 157,974	\$ 157,974	\$ 152,974	-3.2%
REVENUES					
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%
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	\$ 157,974	\$ 152,974	\$ 152,974	\$ 147,974	-3.3%

	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 83,200	\$ 553,900	\$ 377,300	\$ 462,200	-16.6%
Fringe Benefits	12,896	85,800	58,500	69,300	-19.2%
Operating Expenses	10,355	7,170,300	10,122,300	310,000	-95.7%
Capital Outlay	-	-	-	-	-
TOTAL	\$ 106,451	\$ 7,810,000	\$ 10,558,100	\$ 841,500	-89.2%

In FY 2019, the approved grant budget is \$841,500, a decrease of 89.2% under the FY 2018 budget. Additional appropriation is not necessary due to an appropriation was established in FY 2017 for the various programs.

STAFF SUMMARY BY DIVISION & GRANT PROGRAM	FY 2018			FY 2019		
	FT	PT	LTGF	FT	PT	LTGF
<u>Office of the Director</u>						
Energy-Efficiency Programs/Green Sustainability	0	0	6	0	0	6
Sub-Total	0	0	6	0	0	6
TOTAL	0	0	6	0	0	6

In FY 2019, funding is provided for six limited term grant funded (LTGF) positions.

GRANTS BY DIVISION	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 APPROVED	\$ CHANGE FY18 - FY19	% CHANGE FY18 - FY19
<u>Office of the Director</u>						
Energy Star and Green Leasing Program	\$ -	\$ 3,420,000	\$ 5,265,000	\$ 259,600	\$ (3,160,400)	-92.4%
Sustainable Energy Workforce	-	310,000	-	310,000	-	0.0%
Transforming Neighborhood Initiative (TNI) Clean Energy Program	106,451	4,080,000	5,293,100	271,900	(3,808,100)	-93.3%
Sub-Total	\$ 106,451	\$ 7,810,000	\$ 10,558,100	\$ 841,500	\$ (6,968,500)	-89.2%
OCS Total Grants - Outside Sources	\$ 106,451	\$ 7,810,000	\$ 10,558,100	\$ 841,500	\$ (6,968,500)	-89.2%
Total Transfer from General Fund - (County Contribution/Cash Match)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Grant Expenditures	\$ 106,451	\$ 7,810,000	\$ 10,558,100	\$ 841,500	\$ (6,968,500)	-89.2%

SUSTAINABLE ENERGY WORKFORCE -- \$310,000

The Sustainable Energy Workforce Development Program will play a critical role in establishing an advanced energy industry in the County that will create quality jobs and build employment capacity in the energy sector. The County will partner with a higher education institution to provide workforce training and certifications in energy efficiency and renewable energy techniques. A sustainable energy job or career produces goods or services that benefit the environment, promote a low-carbon economy, and/or conserve natural resources by performing duties in the area of energy-efficiency and renewable energy. Examples of sustainable energy jobs or careers include but are not limited to: energy auditors, solar photovoltaic or solar water heating installers; wind energy technicians; weatherization technicians; and manufacturers and distributors of energy-efficient products and services.

ENERGY STAR CERTIFICATION AND GREEN LEASING PROGRAM –

This program seeks to increase the number of Energy Star certified office and multifamily buildings in the County. Funds can be used to offset the costs of electric energy efficiency and water efficiency measures, and for professional services required to achieve Energy Star Certification. In addition, the building owners are required to adopt various best practices in Green Leasing to align the interests of landlords and tenants so that they are both financially motivated to engage in energy efficient behavior.